

**AGENDA**  
**SASFAA Board Meeting**  
**Embassy Suites-Fort Lauderdale, FL**  
**November 2-4th**

*Monday, November 3, 2014*

**CALL TO ORDER**

President Basford called the meeting to order at 9:05 a.m.

**Announcement of Substitute Voting:**

- Sarah Dowd for Kenneth Cole for South Carolina.

**Voting Members Present:** Nathan Basford, Amy Berrier, Zita Barree, Marian Dill, Stephanie Watson, Celena Tulloss, Stephanie Miller, Susan Smith, Kristie Hughes, Carrie Cooper, Cathy Shell, Tarik Boyd

**Voting Members Absent:** Vickie Adams, Kenneth Cole, Amy Moser,

**Non-Voting Members Present:** Terri Parchment, Jody Darby, Chris Tolson, Angie Black, Joan Bailey, Sharon Oliver, Nancy Garmroth, Tracy Misner, Janet Nowicki, Sandy Neel, Sarah Dowd

**Non-Voting Members Absent:** Lenny Akins

**Welcome to Florida**

FASFAA State President Stephanie Watson welcomed everyone to Florida.

**Establish a Quorum**

**Action Item:** The Chair declared a quorum.

*Action Item: A motion was made by Tarik Boyd to approve the agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. The motion was seconded by Celena Tulloss. The motion passed unanimously.*

**REPORT OF OFFICERS**

**President – Nathan Basford** (See Attachment A)

Discussion: President Basford attended several meetings, NASFAA meeting held with regional presidents and SASFAA long range planning committee meeting. SASFAA's budget is solid and strong compared with other associations and the membership fee of \$35 is less, other associations are as high as \$60. Attended the Kentucky conference and presented a session that was previously presented by Zita Barree, "Developing and maintaining an operational calendar." Review of officers will be conducted, a Treasurer-Elect position should be considered. The members of SASFAA were sent a summary of the board meeting discussion items to keep them informed and to ensure that the board is appropriately addressing their needs.

Recommended members for the Adhoc Management Institute: Heather Boutell, Brent Tener, Michael Morgan, Zita Barree, and Brad Barnett

**Action Item: Marian Dill moved to accept the committee and committee members for the adhoc Management Institute. Amy Berrier seconded the motion. The motion passed unanimously.**

**President-Elect – Amy Berrier:** (See Attachment A)

Discussion: A survey will be sent to the membership for possible dates and sessions for the Management Institute. The leadership for the Management Institute will be turned over to Brad Barnett. There are two proposed bylaw changes for the membership to consider, moving parliamentary responsibilities from President Elect to Past President and create a Treasurer-Elect position.

The Treasurer Elect position will be a voting position for SASFAA and provides an opportunity for training of the future Treasurer to learn the responsibilities and also assist the Treasurer as needed. Some states currently have a Treasurer Elect position that receive money or pay bills. The duties of the Treasurer-Elect should be fully defined to ensure that the position is not a hindrance. A concern was raised regarding expanding the term from two to three years if this would become a challenge to identify candidates to run for this position. Additionally, candidates must be fully informed of that this is a three year commitment. A benefit for adding a Treasurer-

Elect is to have someone available in the event the Treasurer resigns. Should the Treasurer-Elect resign, the President would appoint someone to the position. FASFAA hired a part-time bookkeeper, which has worked extremely well for that association. A working group will be created to develop the policies and procedures for the Treasurer Elect position, if the position is approved by the membership.

The President-Elect Recommended bylaw changes are below:

**Recommended By-Laws Changes (changes in bold):**

Article VI – Officers

**Current Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary and treasurer, who must be active members.

**Recommended new Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary, **treasurer, and treasurer-elect**, who must be active members.

**Current Section 5:** The secretary and treasurer shall serve for periods of two years; the secretary to be elected in even years, the treasurer in odd years.

**Recommended new Section 5:** Delete “the treasurer in odd years” and add the additional language to have it read – **The secretary and treasurer shall serve for periods of two years. The secretary will be elected in even years. The treasurer-elect shall be elected in even years to serve for a period of one (1) year. The treasurer-elect of the association shall automatically succeed to the office of treasurer for a two (2) year term upon expiration of the term of the office of the previous treasurer and the term of the treasurer-elect.**

*Article VII – Duties of Officers (add section 7)*

**Current Section 1:** ...(next to the last sentence of the section) The president shall authorize expenditures and have the authority, in addition to the treasurer, to pay the bills of the Association.

**Recommended new Section 1:** Add the bolded words to the section – ....The president shall authorize expenditures and have the authority, in addition to the treasurer **and treasurer-elect**, to pay bills of the Association.

*Section 7: The overall function of the treasurer-elect is to assist the treasurer in all duties as outlined in the By-Laws and the SASFAA Policy and Procedures Manual. This will allow the elected individual to gain the experience needed to effectively hold the office of treasurer.*

Article X – Executive Board

**Current Section 2(a):** The Board shall consist of the following; 2(a) the president, vice president, president-elect, immediate past president, secretary and treasurer, and...

**Recommended new Section 2(a) –** Delete the word “and” before treasurer. Add treasurer-elect after “, treasurer”

**Action Item: Marian Dill moved to accept the Treasurer Elect changes. Zita Barree seconded the motion. The motion passed unanimously.**

**Recommended By-Laws Changes (changes in bold):**

Delete the following sentence from Article VII Section 3.

**The president-elect shall also serve as the parliamentarian of the Association.**

Add the following sentence to end of Article VII Section 4.

**The immediate past president shall also serve as the parliamentarian of the Association.**

***Action Item: Amy Berrier moved that we accept the bylaw changes presented. Zita Barree seconded the motion. The motion passed unanimously.***

**Past President – Zita Barree:** (See Attachment A)

Discussion: A GAP committee meeting will be held at Embassy Suites in Raleigh, NC during the month of May, 2015. The Nominations and Elections committee consist of past state presidents. On October 20, 2014, the Nominations and Elections committee approved the following slate of candidates:

For the office of President-Elect: Marian Dill – Lee University, TN  
Sharon Oliver – North Carolina Central University

For the office of Vice President: Felicia Ailster – Georgia Perimeter College  
Michael Morgan – Rhodes College, TN

For the office of Treasurer: Jenelle Handcox – University of North Carolina at Pembroke  
Paul Mittelhammer – Inceptia, GA

The Vice President elected should shadow the Vice President during the Summer New Aid Officers Workshop. The N & E Committee did a great job with identifying a dual slate. There were several members asked to run for office and declined. The leadership symposium will help to prepare future leaders. It is important for all candidates to fully understand the roles and responsibilities of each office.

***The Board entered executive session at 10:37 a.m.***

***The Board resumed from executive session at 11:10 a.m.***

The Past President and President will attend the NASFAA Board meeting. The Past President will serve as the SASFAA voting member.

An ad hoc committee needs to be developed to determine the appropriate succession for the President's position in the event the President resigns, consideration should be given to a Past President, President-Elect or allow the board to nominate.

***Action Item: Amy Berrier moved to accept the slate of candidates as presented by the Nominations and Elections Committee. Tarik Boyd seconded the motion. The motion passed with one abstention.***

**Vice-President – Marian Dill:** (See Attachment A)

Discussion: The Professional Development Committee held a retreat. The committee felt strongly that the summer New Aid Officer's Workshop funding should be considered because the site selection is limited to accepting the lowest bid for budgeting purposes. Classrooms have been limited, which increases the number of participants per class. Mentorship and professionalism are important during the NAOW. The association must consider liability insurance. Lisa Masterson is doing a great job with the Leadership Symposium. There are eight available slots. The mid-level pre-conference workshop will be led by Philip Hawkins; other committee members are Heather Boutell and Bill Spires.

The board should be voting on the site for 2016, however, today we are voting on 2015, if it goes well a new contract will be signed with that site. The committee did a cost analysis of the five site proposals. The committee considered three sites--Jacksonville State, Thomas More College and Wesleyan College. The committee recommended Thomas More College, which is located in Kentucky. The site coordinator will be Mary Givhan. It is an alcohol free campus and the cost is \$71,000. The NAOW will not be held on Father's day weekend. The Vice President read the code of conduct for the New Aid Officer's Workshop contracts.

**Action Item: The Professional Development Committee moved to select Thomas More for the 2015 New Aid Officers Workshop site and if it goes well this will be the 2016 site. The motion passed unanimously.**

**The Vice President presented the instructors below to teach for the 2015 Summer New Aid Officers Workshop:**

<b>First</b>	<b>Name</b>	<b>Institution</b>	<b>Type</b>	<b>State</b>	<b>Status</b>
Joan	Bailey	St Petersburg College	4 Year Private	FL	Returning
Brad	Barnett	James Madison University	4 Year Private	VA	Alternate
Tarik	Boyd	ECPI University	Proprietary	VA	New
Brenda	Burke	Virginia Commonwealth University	4 Year Public	VA	Returning
Julia	Byron	Atlanta Technical College	2 Year Public	GA	New
Dotti	Davidson	Regent University	4 Year Private	VA	New
Kamesia	Ewing	Fayetteville State University	4 Year Public	NC	Returning
David Leigh	Haggard	Bryan College	4 Year Private	TN	Returning
Ann	Hussey	Mississippi Gulf Community College	2 Year Public	MS	New
Lori	Mitchum	Murray State University	4 Year Public	KY	Returning
Michael	Morgan	Rhodes College	4 Year Private	TN	New
Runan	Pendergrast	Bluegrass Community and Technical College	2 Year Public	KY	Alternate
Jill	Rayner	University of North Georgia	4 Year Public	GA	New
Aria	Simmons	Midlands Technical College	Technical College	SC	Returning
Bill	Spiers	Tallahassee Community College	2 Year Public	FL	New
April	Tretter	Bellarmino University	4 Year Private	KY	New

**Action Item: The Professional Development Committee presented 2015 instructors for the Summer New Aid Officers Workshop for approval. The motion passed unanimously.**

The Professional Development Committee wishes to add Philip Hawkins, Heather Boutell, Bill Spiers, Ron Day and Billie Joe Hamilton.

*Action Item: The Professional Development Committee moved to add additional members to the Professional Development Committee. The motion passed unanimously.*

**The Board was dismissed for lunch at 11:45 a.m.**

**The Board reconvened for the meeting at 12:48 p.m.**

**Secretary – Vickie Adams: (presented by Sharon Oliver)** (See Attachment A)

Discussion: The Secretary expressed appreciation for timely submission of board reports and updates for the SASFAA calendar. Additionally, the policies and procedures manual and by-laws have been appropriately updated. The President's report will be updated to change Rod Day to Ron Day and attendance of the KASFAA Conference in October, not November.

**Treasurer – Amy Moser: (presented by Terri Parchment)** (See Attachment A)

Discussion: As reflected on the budget, no funds have been exceeded. A duplicate check was sent for Sarah Dowd, which should reduce her budget. The membership dues problem with Paypal will be resolved. Expense reports should be sent to Amy Moser as soon as possible.

Treasurer's report is attached for review.

**Budget and Finance – Terri Parchment:** (See Attachment A)

A budget and finance face to face annual review will be held annually. The Treasurer must be present or accessible by conference call. The Budget and Finance committee recommended a policies and procedures change to Section 6.3, b as follows:

P & P Update – The Guide to Financial Management

Guide to Financial Management Change as recommended by GAP 35. Section 6.3, b.

**Currently:**

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board.

The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

**Proposed:**

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board. The review must be performed in a face-to-face setting. This should be done in such a manner so that the financial records remain intact and the treasurer can assist in the review. The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

**Action Item: Zita Barree moved to accept the Guide to Financial Management changes to section 6.3 B. Celena Tulloss seconded the motion. The motion passed unanimously.**

**Communications and Outreach – Jody Darby:** (See Attachment A)

Discussion: The Communications and Outreach Chair strive to reduce duplications when possible. He is very pleased with the articles that have been received. Our members are active and sending content. States websites are viewed as well as State Presidents submit articles or information for the membership. There were two articles for Global Issues.

**Conference – Chris Tolson:**

Conference committee met on Sunday and Monday after the board meeting that was held in Memphis, TN. The conference and hotel registrations are open. State Presidents were asked to share this information with their members. Federal representatives, David Bartnicki and Wood Mason, have been confirmed for the annual conference. A confirmation has not been received from Jeff Baker for the federal update. There have been 56 concurrent sessions, may need a few more sessions. John Croyle with the Big Oak Ranch charity will be the keynote speaker. He will deliver an inspirational message. NASFAA representatives will be Justin Draeger and Eileen O'Leary. Hotel reservations will be made for SASFAA board members, special requests should be forwarded to the Conference or Site Selection Chair.

Janet Nowicki suggested a Business Partners workshop for sponsors. She stated if sessions will be limited for sponsors, what other opportunities are available for them to be participants. The numbers flowing through the exhibit area are decreasing. NASFAA has a specific timeframe allocated for sponsors. New sponsors who have not vended with SASFAA are asking if they can present. There have not been any sponsors to select the \$6,000 option. What is the cost to open up additional sessions on Sunday? There are two rooms reserved on Sunday for New Aid and Mid-levels workshops, the Sponsorship Chair requested the cost of additional Sunday sessions. Additional space is not in the SASFAA contract for Sunday, additional space can be requested, however, a decision needs to be made rapidly for additional space. It was suggested that it may be time to revisit allowing vendors to conduct sessions. How much bang are vendors getting for their bucks? The vendors can present a breakfast session that is similar to lunch and learn sessions. There were breakfast meetings in 2012 and fifty percent of the sessions in Atlanta were presented by business partners. In 2013, twenty-five percent of sessions were submitted by business partners, additionally all sessions were included. There were less than ten proposals submitted by business partners. A new vendor requested to do a generic information session on their own if space is available. The Conference chair shared that very few busy partners submitted sessions or topics, all sessions submitted were approved. If one or two business partners would like to conduct a session, space should be available. Sponsors are seeking an opportunity to promote their products. A suggestion was rendered to provide tables during breakfast for sponsors; it is the preference of sponsors to present instead of talking at a table. The Site Selection Chair suggested that sessions can be held from 7:00 a.m. to 7:45 a.m. or at the end of the day. SASFAA will need to know the count for the sessions in order to reduce the count for SASFAA breakfast. If breakfast is not served, members will not attend. The cost of the breakfast will be incurred by vendors, SASFAA will provide the space. The Conference and Sponsorship Chairs will get together on accommodating sponsors.

**Electronic Services – Angela Black:** (See Attachment A)

The Leadership Symposium is live. The Pre-conferences will go live within two weeks. For the New Aid Officer's Workshop (NAOW), membership is not required in order to register and participate; this presents a problem for Wild Apricot. Membership drives the ability to register for the conference, but does not work for NAOW, there is conflicting information. Is it possible to require membership to register for NAOW? Registrants should be guided through the membership process first, which links to the event and this will eliminate duplicate registrants. There are 125 anticipated participants for the NAOW, \$69,000 is allocated for the workshop, \$14,000 for the retreat with a total of \$83,000. The amount per participant is \$664, we charge \$675 less \$35 for membership fee which is \$640 per participant.

**Action Item: Marian Dill moved for the New Aid Officers Workshop participants pay \$675 for the workshop and \$35 membership fee paid and deposited in the current year, complimentary membership will be provided for the new year. Amy Berrier seconded the motion. The motion passed unanimously.**

The new reports for Wild Apricot should be shared with the Treasurer.

**Global Issues – Joan Bailey:** (See Attachment A)

There have been two articles submitted for the SASFAA Nine News. An article will be released on Veteran's Day and preparing sessions for the annual conference.

**Legislative Relations – Sharon Oliver:** (See Attachment A)

There were nine articles submitted for this committee. A regional conference call will be held on November 10, 2014. The date for the Hill Visit has not been determined. State Presidents were asked to provide the names and contact information of Hill Visit representatives and alternatives.

**Membership – Nancy Garmroth:** (See Attachment A)

Mentors and mentees lists will be handled by Em McNair. The membership classifications have been reviewed. Section 1: active membership has been re-arranged, not changed. The two changes are associate and retired memberships. Memberships for SC, NC, TN, & EASFAA were reviewed. Have been approved by the board refers to the classification, not individual memberships. Active members are the only members eligible to vote. The members will select the membership level and will be reviewed by the membership chair to ensure that the correct classification was selected.

**Action Item: Marian Dill moved to accept the membership classifications as presented by the membership chair with the following adjustments, strike A4, strike C4, replace 'and' with 'or' after D1, add a period after current year for D4, remove D5, change section 3 to remove the second sentence and replace it with active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1 (A) of this Article, and add Associate and Retired membership terminates at the end of the membership year. Kristin Hughes seconded the motion. The motion passed unanimously.**

**Approved By-Laws Changes:**

## **Approved SASFAA Membership Classifications**

### **Article IV - Membership**

**Section 1.** There shall be four (4) classes of members of the Association – Active, Honorary, Associate and Retired.

- A. Active membership in the Association shall be open to individuals who:
1. Are associated with the administration and support of student financial aid in post-secondary institutions of education, in government offices and agencies, in lending institutions and organizations and in other private, community or civic organizations or programs, and
  2. Are located in or who have administrative responsibility in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee or Virginia, and
  3. Have paid annual membership dues for the current year.

Individuals who meet the membership criteria in Article IV, Section 1(A)(1) of the Bylaws and are employed by a post-secondary institution or agency outside the SASFAA region that has a branch campus within the SASFAA region or is a part of a chain of institutions within the SASFAA region shall be considered to meet the conditions of Article IV, Section 1(A)(2).

Individuals who meet the membership criteria in Article IV, Section 1(A)(1) of the Bylaws and who are employed by lending institutions, sponsors, civic organizations or other such organizations located outside the SASFAA region but which do financial aid related business within the SASFAA region shall be considered to meet the conditions of Article IV, Section 1(A)(2).

- B. Honorary membership shall be presented to persons who have performed outstanding service in the field of support and/or administration of student financial aid and who are voted Honorary membership by the Board.

Honorary membership cannot be bestowed on anyone who is a practicing financial aid administrator. The Board shall decide if a person's primary responsibility is the administration of financial aid.

All SASFAA Past Presidents and Distinguished Service recipients who are no longer directly involved in the administration of financial aid shall be automatically granted Honorary membership. Unless otherwise eligible, individuals nominated for Honorary membership must be approved by a majority vote of the Board.

- C. Associate membership shall consist of all members not eligible for Active, Honorary or Retired membership. Associate membership in the Association shall be open to individuals who:
  - 1. Have primary job duties and responsibilities that fall in areas other than the administration and support of student financial aid in post-secondary institutions of education, in government offices and agencies, in lending institutions and organizations and in other private, community or civic organizations or programs but for whom financial aid administration is a secondary or related job responsibility, or
  - 2. Have primary job duties and responsibilities that include the administration and support of student financial aid in post-secondary institutions of education outside the SASFAA region, and
  - 3. Have paid annual membership dues for the current year.

- D. Retired membership shall consist of individuals who:
  - 1. Were actively engaged for at least 10 years in the administration of student financial aid or have been approved for this membership category by a majority vote of the Board, and
  - 2. Are no longer employed in the financial aid profession, and
  - 3. Are not eligible for Active, Honorary or Associate membership, and
  - 4. Have paid annual membership dues for the current year.

**Section 2.** Membership shall be individual rather than institutional and shall not be transferable.

**Section 3.** Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these Bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1 (A) of this Article. Associate and Retired membership terminates at the end of the membership year.

**Section 4.** Application for Active, Associate and Retired membership shall be made to the Treasurer.

**Section 5.** The following items detail the rights of membership in the Association:

- A. All Active, Associate, Honorary and Retired members are listed annually on the membership roster and are provided with all SASFAA mailings and materials.

B. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and
2. May serve on Association committees, and
3. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

**Site Selection – Tracy Misner:** (no report)

The room rate for Mississippi is \$139.

**Action Item: Tarik Boyd moved that the contract be accepted after the site visit. Stephanie Miller seconded motion. The motion passed unanimously.**

Worked on this meeting, GAP meeting in May, and will reserve the rooms for the SASFAA Conference for board members.

**Sponsorship – Janet Nowicki:** (See Attachment A)

The final drayage contract has been submitted. The Sponsorship Chair feels very good about working with this company. Janet Nowicki and Amy Moser need to be added as signature authority on the drayage contract. There are fifty-five registrants for the conference. A discussion was held with the Resource Partner Liaison regarding the importance of building opportunities for business partners.

**Resource Partners Liaison – Lenny Akins (Absent):**

**Long Range Planning – Sandy Neel:** (See Attachment A)

A committee conference call was held on October 30, 2014. The survey for board members was finalized. Board members were given a survey to complete.

**State President's Liaison – Sarah Dowd:** (See Attachment A)

A session with the State Presidents was held on Sunday, November 2, 2014. During the session movers and shakers were defined, provided feedback regarding articles that should be written, discussed the annual conference registration process, and reciprocal visits were scheduled for all except one president. A presentation on Association Involvement will be given at all state conferences.

*The board recessed for a break at 2:57 p.m.*

*The board resumed at 3:11 p.m.*

**State Presidents' Reports:**

**Florida – Stephanie W** (See Attachment A)

Discussion: Preparing for conference, there were 111 participants registered for the clock hour workshop with 14 from other states.

**Alabama - Stephanie Miller** (See Attachment A)

A blog is being started for ASFAA.

**Georgia – Susan Smith:** (See Attachment A)

There were 173 participants who attended the fall workshop, planned for 125 participants. The increase in participants may have occurred due to the technology sessions highlighting Banner and Powerfaids key functions. There are 496 current members.

**Kentucky – Kristie Hughes:** (See Attachment A)

The fall conference was held on October 15-17, 2014 in Louisville, with 152 attendees. There are 180 paid members. A discussion was held on how to prevent membership and conference attendance from declining. Targeting non-active members and members who



do not attend conferences to find out why they are not participating. A leadership program will be implemented. Stephanie Watson provided RNASFAA's leadership information.

**Mississippi – Carrie Cooper:** (See Attachment A)

A primary focus is on membership, last year there were 91 members and on this year there are 190 members. Free membership was provided for the first year, there are 21 new members. A director level NASFAA credentialing was offered, which helped to drive membership. During the fall training there were 102 attends, normally 80 participants attend. The newsletter was changed. A few initiatives for this year are to update the Policies and Procedures and implement online payments.

**North Carolina – Cathy Shell:** (See Attachment A)

The website redesign should be completed in December, it was text heavy, should be more appealing with photos from across the state. ATAC is doing the redesign for \$400. Strategic long range plan and NCASFAA Operational Calendar are key initiatives. Susan Smith will attend the NCASFAA Conference. There are 394 members, 42 new members. A personal note was sent to new members with a NCASFAA lapel pin.

**South Carolina – Kenneth Cole (Absent):** (See Attachment A)

**Virginia – Tarik Boyd:** (See Attachment A)

There were 119 participants who attended the fall conference and 130 on last year. There has been a decline in membership. The next workshop will be held in March.

**Unfinished Business:**

NASFAA Investments - had portfolio since 2011, almost 3 years of data, as of 8/31 market value is \$324,000 returned 7.27%, most recent year return 10.82%. Investment has performed well, happy with NASFAA's investment. The reports received from the company does not provide SASFAA updates, seeking away to get reports directly. There was \$150,000 invested in 2011, \$126,192 invested in 2012 for a total of \$176,192. Quarterly fees are required.

Policy & Procedure Updates - worked with Vickie on P & P updates that did not get updated from the transition meeting. Ensure appendices are updated and conference sites are updated annually.

GAP Spreadsheet Review – Sandy Neel updated changes to the spreadsheet. The gap spreadsheet will be updated at the end of the year. Board reports do not need to report on all items, report should reflect updates from the prior meeting and tied to specific governing documents such as LRP or GAP. An additional column will be added to capture final updates and recommendations for the GAP committee.

Operational Calendar update – calendars were distributed to board members based on their roles to review updates and notify the Past President if there changes. The operational calendar should be reviewed throughout the year for changes and updates.

**New Business:**

1. NASFAA Recommendations on board tenure/Input from Board - Regional presidents met with NASFAA management. NASFAA board tenure is insufficient to provide leadership and will restructure the board members. NASFAA members were reduced from 24 to 12 members. Suggestions for restructuring the board included:
  - changing the board tenure and representatives to three years, the same member would have voting rights for 3 years
  - observer one year and voting member for two years helps
  - SASFAA would like control over who the representative are that serve on the NASFAA board, instead of NASFAA choosing the representatives, regions need a voice
  - NAFAA Recommendation - regions elect board members from past presidents, representatives at large serve a three year term, this recommendation was opposed by SASFAA board members
2. Discussion on Vice President Term: Becoming Two Year Term – consider the VP term becoming a two year position.
3. Future Membership/Conference fee for retiree's - if the retire membership pass consider conference fee for retirees.

4. Recommendations for NASFAA Awards – usually due in February, in long range plan every two years SASFAA must submit an award, it was suggested that it should not be required every two years. The long range plan should not be that specific, awards should be based on the unique items that SASFAA is delivering which may not be every year. Leadership symposium was recommended for the NASFAA award.

Other

New Aid Officer's Workshop contract requires liability insurance. Insurance policies are stored by Amy Moser. SASFAA coverage with The Hartford is \$1,000,000 liability and personal injury.

**Tennessee – Celena Tulloss:** (See Attachment A)

President-Elect will be traveling to SC for intrastate travel.

The board members separated into four groups to discuss the questions listed below for the Road to Relevance, Chapter 8; Aligning People.

What has SASFAA doing to address values we are always done things the same way?

Are we an overweight and out of shape association or heading in the right direction?

Do we have a diet plan to lead the association?

The board meeting adjourned at 4:48 p.m.

# **ATTACHMENT**

## **A**

**AGENDA**  
**SASFAA Board Meeting**  
**Embassy Suites-Fort Lauderdale, FL**  
**November 2-4th**

*Sunday, November 2nd: Travel Day*

2:00 PM Budget & Finance Committee Meeting  
 GAP Committee Meeting

4:30 PM State Presidents Meeting

6:30 PM Dinner together for those who have arrived  
 After dinner, Hospitality in President's Suite

*Monday, November 3<sup>rd</sup>:*

8:00 AM **Breakfast**

9:00 AM Call to Order, Welcome & Introduction of Guests Nathan Basford  
 Announcement of Substitute Voting  
 Establish a Quorum  
**Action Item: Approval of Agenda with authority given to the President to make Changes as needed in order to facilitate the flow of business.**

*Housekeeping Items*

*Welcome to Florida* *Stephanie Watson*

Report of Officers:  
 President (p.14-16) Nathan Basford

**Action Item:**  
 Approval of committee members for ad-hoc committee  
 President-Elect (p. 17-20) Amy Berrier

**Action Item: By-Laws Change**  
*Recommendation: Parliamentary change*  
**Action Item: By-Laws Change**  
*Recommendation: Creating Treasurer-Elect position*  
 Past-President (p. 21-23) Zita Barree

**Action Item:**  
**Presentation of Slate of Officers**

**President-elect**  
**Vice President**  
**Treasurer**  
**Presentation of SASFAA nominee's for SASFAA Awards**  
 Vice-President (p. 24-28) Marian Dill

**Action Item:**  
**New Aid Officer Workshop 2015**  
**Approval of Location:**  
**Approval of Instructors**  
**Approval of Instructors contract**  
 Secretary (p. 29) Vickie Adams  
 Treasurer (p. 30-33) Amy Moser

10:30 AM **BREAK**

10:45 AM	<u>Committee Reports</u> Budget & Finance (p. 34-36) Communications & Outreach (p. 37-40) Conference (p. 41-42) Electronic Services (p. 43-45) Global Issues (p. 46-47) Legislative Relations (p. 48-49)	Terri Parchment Jody Darby Chris Tolson Angie Black Joan Bailey Sharon Oliver
12:00 PM	<b>LUNCH</b>	
1:00 PM	<u>Committee Reports Continued</u> Membership (p. 50) <i>Action Item: SASFAA Membership Classifications</i> Site Selection (no report) Sponsorship (p. 52-57) Resource Partners Liaison (no report) Long Range Planning (p. 59-60) State President's Liaison (p. 61)	Nancy Garmroth  Tracy Misner Janet Nowicki Lenny Akins Sandy Neel Sarah Dowd
3:00 PM	<b>BREAK</b>	
	<u>State President's Reports</u> Florida (p. 62-63) Tennessee (p. 64) Alabama (p. 65) Georgia (p. 66) Kentucky (p. 67) Mississippi (p. 68) North Carolina (p. 69-70) South Carolina (p. 71-74) Virginia (p. 75)	Stephanie Watson Celena Tulloss Stephanie Miller Susan Smith Kristie Hughes Carrie Cooper Cathy Shell Kenneth Cole Tarik Boyd
4:00 PM	<b>BREAK</b>	
	<b>Old Business:</b> NASFAA Investments Policy & Procedure Updates GAP Spreadsheet Review Operational Calendar update	Zita Barree
	<b><u>New Business:</u></b> <i>NASFAA Recommendations on board tenure/Input from Board</i> <i>Discussion on Vice President Term: Becoming Two Year Term</i> <i>Future Membership/Conference fee for retiree's</i> <i>Recommendations for NASFAA Awards</i> <i>Other</i>	
	Adjourn	
6:30 PM	Dinner After dinner, Hospitality in President's Suite	

**Tuesday, November 4<sup>th</sup> Travel Home**

*Safe travels home!*  
***"Uncovering Our Purpose, Power & Passion"***



Southern Association of Student Financial Aid Administrators  
Nathan Basford/President

Executive Board Report/November 3, 2014

**Committee Goals for 2014-15:**

To continue to lead the association to ensure fiscal integrity, to address all issues presented to the executive board, and to ensure that transparency is seen by all.

**LRP and GAP Goal Activity since Last Board Meeting:**

**LRP 2.1:** Organizational Structure: Review the terms and composition of the office of elected officials at least once every five years.

*Update:* Amy Berrier, Zita Barree, and I have been reviewing the terms and composition of the office of elected officials. As all may remember, this was a topic we discussed at the transition meeting, and we agreed to move forward at looking at the VP Position becoming a two year term, and due to recent events, looking at creating a Treasurer-elect position within SASFAA. Amy Berrier has agreed to take the lead, and will be presenting more information in her report.

**LRP 3.3:** Organizational Structure: Consider whether all committee chairs should be in attendance at all Board of Directors meetings (BOD) Keeping in mind the need to develop future leaders for SASFAA yet maintaining the ability to conduct business as a reasonable cost.

*Update:* I have been speaking with Amy & Zita on this concern. This will be looked at more in the 2015-16 year. However this year we will continue to discuss and consider based on information we have been reading from the book: **Road to Relevance**.

**LRP 7.2:** Require that officers and committee chairs review and update P&P under their purview.

*Update:* All committee chairs and officers are constantly reviewing and updating P&P. As recommendations are presented they are given to the secretary to update and then have posted to website.

**LRP 9.1:** Work with all sectors of the regions “financial aid community” to ensure representation and participation in all Association programs and activities.

*Update:* Attended NASFAA meeting with senior management and Regional presidents in Washington on September 24/25. A great time meeting with the other Regional presidents, discussing budgets, hill visits, and working with NASFAA. Will be bringing to the board later during the meeting a proposal from NASFAA on tenure on the NASFAA Board. I have discussed with Past President Zita Barree, and President-elect Amy Berrier.

**LRP 9.2:** Serves as a link with and between various sectors of the Association, and as a link between the state associations and NASFAA.

*Update:* I continue to keep communication open with all sectors of our association as well as the state associations and NASFAA. I had the opportunity to attend KASFAA Fall conference October 15-17<sup>th</sup>. I presented a session on **Developing & Maintaining an Office Operational Calendar** that Past President Zita Barree prepared. I also presented the SASFAA update while attending the KY conference. I will be attending other state conference later this year, and will provide updates in future reports. I also have also been sending out

**Nathan Basford**  
**Report cont.**

communications to all members of the association since July 1, and they have been posted on the SASFAA Blog as well as Facebook and via the list-serv.

**GAP 3:** Determine when a review of the elected officers of the Board should be done & documented in what year the Board compositions & term limits were reviewed. This has to be accomplished in 2014-15 & documented

*Update:* I have been working with President-elect Amy Berrier and Past president, Zita Barree in looking at implementing a Treasurer-elect. Amy has taken the lead on this and will provide information during our board meeting. Also I have asked that we look at the possibility of having our Vice-President a two year term. This will be discussed and documented so that we can have a resolution by next year's election during Amy's leadership.

**GAP 8:** SASFAA should submit projects for NASFAA award consideration at least every two years. The last project submitted was in 11-12 so a project should be submitted in 2014-15.

*Update:* We need to move forward on looking at submitting projects for NASFAA award consideration. We had discussed at the transition meeting and had several ideas: Veterans, Veteran's Best Practice, and Veterans Financial Aid Awareness. **This will be a top priority after our November meeting.**

**GAP 10:** SASFAA should encourage additional participants to attend the NASFAA Leadership Conference either at their own costs or at their schools costs.

*Update:* We will continue to promote the NASFAA Leadership Conference by encouraging all members of SASFAA to attend. This is also being done by our current State presidents. It is very important that we continue to seek out future leaders within our Regional association as well as within each of our individual states.

**Action Items:**

*None*

**Policy & Procedure: Changes/ Recommendations:**

*None*

**Personal Thoughts and Recommendations:**

It has been an exciting ride so far. Each committee chair has been busy addressing their task, goals and objectives. I appreciate all the work that each of you have done. As I stated at the transition meeting; "**We will not allow anyone to fail**" I have seen this carried forward since our last board meeting. When we were not sure if Amy Moser would be able to complete her term due to a new job assignment, I had the support of Zita, Amy Berrier, Terri Parchment, and also the entire board. Each gave their thoughts and comments. We have moved forward with our new outline of the GAP report: Thanks to Zita, Sandy, and others that help to make this a task that seemed to me almost impossible. We have scheduled our Leadership Symposium, we are Conference ready! If my year ended to today, and I had to stand before the entire SASFAA membership; I could say that we have had a successful year. Again thank you all for your dedication, commitment and Teamwork.

In the months ahead, we have still more to accomplish: Looking at ideas for submission for NASFAA Awards, finalizing the annual conference, state meetings, our up-coming elections, and other goals that you have set for the year. As always we are in this together, and together we will have a very **Successful Year**.

I am serving as the SASFAA representative for the NASFAA Task Force on Association Awards. This task force will exist from November 2014-April 2015. Throughout this period the group can expect to meet regularly by telephone or email. Ron Day, from Kennesaw State University is serving as chair.

**Nathan Basford**  
**Report cont.**

**Road To Relevance: Your comments on Chapter 8:**

In reviewing this chapter it makes sense that we as the governing body of SASFAA continue to ensure that our association is moving forward. In doing this we will need to look at the quote from Bruce Hamilton: in which he covers the following: Continuous improvement is about removing the things that get in the way of our work/goals/task (the headaches, which slow us down).

In previous chapter's we have looked at focusing on our strengths and resources, now we must look at focusing on our Value. We need to stop and ask the question? Why do members join SASFAA? In reading this chapter I see that members join associations because they believe in our ability to help them solve a problem for them. They renew their membership when we are successful at solving their problems, when we engage them in a community, and make them feel good about being a member. So how do we as a board decide value? **By our members, not the board.** We must continue to reach out to our members to ensure that we are addressing their concerns. Most important MAKE IT Simple! I love the final two sentences in this chapter: Remember, the purpose of operating lean is to be operationally effective so that resources are used wisely to create or add to member value. Anything else is reengineering **our association for the wrong reasons.**





Southern Association of Student Financial Aid Administrators

Amy Berrier/President-Elect

November 2-4, 2014 – Fort Lauderdale, Florida

**Committee Goals for 2014-15:**

- Will continue to work on items recommended in GAP report
- Will continue to work closely with the President to continue preparing for 2015-2016
- Management Institute Committee – selected Brad Barnett to unofficially head the SASFAA Management Institute Committee (as recommended by this year’s board as a Goal for 2015-2016 and is a personal goal of mine). His appointment and the committee would be formally approved by the 1516 board. He will be creating a survey for the membership on the anticipated Fall 2015 Management Institute. We want to start the planning phase as soon as possible.
- Completed the operational calendar updates. Past President Zita Barree will be reviewing the document for accuracy and further suggestions. Hopefully we can submit this for approval by the Board in November.

**LRP and GPA Goal Activity Since Last Board Meeting:**

- LRP 2.1: Review the terms and composition of the office of elected officials at least once every five years.
- Update: Submitted action item to create Treasurer-Elect position for SASFAA. This would be a bylaws change and would be required to be on the ballot in February if approved by the Executive Board.
- LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent GAP report.
- Update: Reviewed terms and composition of the office of elected officials with President and Past President. Recommended Treasurer-Elect position. Will discuss composition of VP position – two year term?
- LRP 3.3: Consider whether all committee chairs should be in attendance at all Board of Director meetings, keeping in mind the need to develop future leadership for the Association yet maintaining the ability to conduct business at a reasonable cost.
- Update: President Basford and I are starting to have conversations regarding this topic, especially for 2015-2016.
- LRP 4.1: Appoint committee members, to the extent possible, to reflect the practice of inclusiveness.
- Update: Working on selecting committee members for 2015-2015 with this LRP recommendation in mind
- LRP 4.3/4.4: Ensure that committee, unless otherwise specified in the By-laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.
- Update: Working with Brad Barnett on this regarding the Management Institute Committee

**Amy Berrier**  
**Report cont.**

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at a most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Update: Since I have already begun working with Brad on the Management Institute, we would only utilize conference calls for discussions at this time. Once we have more information on what we want to do for Fall 2015, we will work with the Site Selection Chair regarding a potential site for the Management Institute. I will continue to keep President Basford and the board updated on our progress.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Update: I reviewed the current President-Elect information under the By-laws and in the P & P. No current changes needed.

GAP 2: Explore and consider moving the Parliamentary role from the President-Elect office to the Past President office, which will require a By-laws change.

Update: Created action item seeking approval to move the Parliamentary role from the President-Elect office to the Past President office.

GAP 3: Determine when a review of the elected officers of the Board should be done and document in which year the Board compositions and term limits were reviewed. This should be accomplished in the 2014-2015 year and documented.

Update: Already discussed with President Basford and Past President Barree about creating a Treasurer-Elect position. Submitting this item for discussion in November.

GAP 7: During years when the President-Elect is selecting a new Sponsorship Chair, it is recommended that the selection for the future chair be made early enough so the individual can shadow the current chair to be better prepared to handle all aspects of the position.

Update: Requested that current Sponsorship Chair Janet Nowicki invite 1516 Sponsorship Chair Brenda MCCafferty to be on her 1415 Committee.

GAP 10: SASFAA should encourage additional participants to attend the NASFAA Leadership Conference either at their own costs or at their school costs.

Update: Emailed the current state Presidents-Elect to have them mark down the date for the March 2015 Leadership Conference.

**1<sup>st</sup> Action Item – Recommended By-Laws Change:**

Creating Treasurer-Elect position - Treasurer-Elect position for SASFAA would require a By-Laws Change. Assuming this position was approved by the SASFAA membership by vote in February 2015, we could develop the corresponding information needed for the Policies and Procedures section with advice from the Treasurer and Budget and Finance Chair. I specifically left Article VII – Duties of Officers more vague so we could develop that language for the P and P. That way we could adapt the duties as we go through this transitional period, hopefully.

**Recommended By-Laws Change (changes in bold):**

Article VI – Officers **Current Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary and treasurer, who must be active members.

**Amy Berrier**  
**Report cont.**

**Recommended new Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary, *treasurer, and treasurer-elect*, who must be active members.

**Current Section 5:** The secretary and treasurer shall serve for periods of two years; the secretary to be elected in even years, the treasurer in odd years.

**Recommended new Section 5:** Delete “the treasurer in odd years” and add the additional language to have it read – **The secretary and treasurer shall serve for periods of two years. The secretary will be elected in even years. The treasurer-elect shall be elected in even years to serve for a period of one (1) year. The treasurer-elect of the association shall automatically succeed to the office of treasurer for a two (2) year term upon expiration of the term of the office of the previous treasurer and the term of the treasurer-elect.**

*Article VII – Duties of Officers (add section 7)*

**Current Section 1:** ...(next to the last sentence of the section) The president shall authorize expenditures and have the authority, in addition to the treasurer, to pay the bills of the Association.

**Recommended new Section 1:** Add the bolded words to the section – ...The president shall authorize expenditures and have the authority, in addition to the treasurer *and treasurer-elect*, to pay bills of the Association.

*Section 7: The overall function of the treasurer-elect is to assist the treasurer in all duties as outlined in the By-Laws and the SASFAA Policy and Procedures Manual. This will allow the elected individual to gain the experience needed to effectively hold the office of treasurer.*

Article X – Executive Board

**Current Section 2(a):** The Board shall consist of the following; 2(a) the president, vice president, president-elect, immediate past president, secretary and treasurer, and...

**Recommended new Section 2(a) –** Delete the word “and” before treasurer. Add treasurer-elect after “, treasurer”

**2<sup>nd</sup> Action Item – Recommended By-Laws Change:**

**Recommended By-Laws Change:**

Delete the following sentence from Article VII Section 3.

**The president-elect shall also serve as the parliamentarian of the Association.**

Add the following sentence to end of Article VII Section 4.

**The immediate past president shall also serve as the parliamentarian of the Association.**

**Policy & Procedure: Changes/ Recommendations:**

Will recommend a section in the Policies and Procedures Manual if the new Treasurer-Elect position is approved in February based on the board’s recommendation to put forth a by-laws change.

**Personal Thoughts and Recommendations: N/A**

**Amy Berrier**

**Reprt cont.**

**Road To Relevance: Your comments on Chapters:**

Been working on action item recommendations for upcoming meeting. Will provide comments on Chapter 8 at the November meeting.



Southern Association of Student Financial Aid Administrators

Zita Barree/Past President

Executive Board Report November 2014

**Committee Goals for 2014-15:**

Look at Goals & Objectives spreadsheet to make less repetitive. **See Update to GAP 4 below.**

Update Operational Calendar. **Reviewed updated draft provided by Amy Berrier in October.**

**LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 3.6 Review the Long Range Plan annually to monitor progress toward goal attainment.

Update: contacted all of the GAP Committee members by e-mail on September 9, 2014 confirming their appointment to the committee. I shared with them the e-mail that was sent to the Board on August 18, 2014 with the final version of the GAP spreadsheet and the new Board report layout. We settled on possible dates/locations for our committee meeting that will be held next spring and Tracy Misner is currently working with the Embassy Suites in Raleigh, NC to see if we can finalize a contract with them for May 6 – 8, 2015 as our preferred dates or May 13 – 15, 2015 as our second choice dates.

LRP 4.5:Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Update: The Nominations & Elections Committee met by conference call on October 20, 2014 at 3 pm.

GAP 4: Streamline the Goals and Objectives spreadsheet and educate the board to provide more details of their activities that support the Goal/objective. Committee chairs should include in their final reports the results/outcomes and what they would have done differently.

Update: Thanks to the hard work that Sandy Neel did to develop the initial draft, input from Amy Berrier and President Basford, and final formatting done by me, the new and (hopefully) improved GAP Spreadsheet was shared with all Board members by e-mail on August 18, 2014.

**Action Items:**

Presentation of Slate of Officers

Presentation of Nominees for SASFAA Awards

Discuss new GAP spreadsheet format

**Policy & Procedure: Changes/ Recommendations:**

**Zita Barree**  
**Report cont.**

I worked with Vickie Adams to update the sections in the P & P Manual Appendix to ensure that all awards listings are up-to-date.

**Personal Thoughts and Recommendations:**

I will be attending the NASFAA Board meeting in New Orleans, LA from November 17-18 as the voting member from the SASFAA Board.

**Road To Relevance: Your comments on Chapter 8:**

*The Lean Association: Aligning People and Processes Efficiently*

Continuous improvement is about removing the things that get in the way of your work; it is not about the things you do well.

There is general complacency with existing approaches to performing the association's work.

The members of an association decide what has value and it is validated by a member's willingness to exchange money or time for something.

Associations must be more rigorous in defining value.

**Monday, October 20, 2014**

The SASFAA Nominations & Elections Committee conducted most of its business by e-mail and then met by conference call at 3 pm (EST) today to discuss the nominations that were submitted. Kevin Ammons – AL was absent from the call and Nancy Ferguson stood in for Cathy Crawley – GA. The committee members on the call unanimously approved the following names as candidates for SASFAA elections in February 2015:

For the office of President-Elect:	Marian Dill – Lee University, TN
	Sharon Oliver – North Carolina Central University
For the office of Vice President:	Felicia Ailster – Georgia Perimeter College
	Michael Morgan – Rhodes College, TN
For the office of Treasurer:	Jenelle Handcox – University of North Carolina at Pembroke
	Paul Mittelhammer – Inceptia, GA

Of the six candidates, we have 2 from four-year public institutions, 1 from a two-year public institution, 2 from four-year private institutions and 1 from a resource partner company. Four are African American, and two are Caucasian. Four are females, and two are males. Four of the nine states will be represented.

**Zita Barree**  
**Report cont.**

Five names were also provided to President Basford of individuals who were approached this year to run for office and indicated now was not the time but possibly in the near future.

Committee:

Kevin Ammons – AL

Zita Barree – chair

Rachel Cavanaugh – NC

Cathy Crawley - GA

Jeff Gerkin – TN

Katie Harrison – SC

Wayne Kruger - FL

Runan Pendergrast - KY

Ashley Reich – VA

Greg Windham – MS



Southern Association of Student Financial Aid Administrators

Marian Dill/ Vice President

Executive Board Report/ October 22, 2014

### **Committee Goals for 2014-15:**

#### **Professional Advancement Committee –**

The committee (Brad Barnett, Marian Dill, Sandy Neel, Runan Pendergrass and Brent Tener) met in Nashville, Tennessee September 10 -12, 2014 at Vanderbilt University. Thank you to Brent Tener for hosting the event. The purpose of the meeting was to discuss ways to improve the NAOW. Discussion topics included:

- Review of site proposals
  - Including budget analysis
  - Jacksonville State, Davidson College and University of North Georgia were outside the allotted budgeted amount. Note: Furman would not submit a proposal because they have previously been ruled out due to cost.
  - Selected Thomas More College and Wesleyan College for site visits
- Review instructor recommendations
- Review contracts: Instructor, business partners and curriculum coordinate
- Review training topics and schedule
  - Quizzes per section
  - Case Study carried throughout all sections
  - Policy scavenger hunt homework
  - Federal – daily class visits
  - Instructors will complete one NASFAA credentialing (Overview of FA Programs) prior to the Retreat
  - Alternate Instructors (Brad Barnett and Runan Pendergrass) will attend the retreat. They will provide training sessions during this event. This will keep them up-to-date on the NAOW planning and allow them to quickly step in – if needed.
  - NASFAA Credentialing
  - Alternate instructors could provide additional ½ training topics during NAOW week that provided in-depth training on topics such as cash management, SAP or consumer information. Participants could elect to attend this optional training. Unfortunately, the current budget will not allow for the additional cost for these individuals to attend the NAOW. Estimated Cost: \$200 room, \$150 meals, \$500 travel, \$500 stipend and miscellaneous \$50 = \$1400 per instructor.
- Review the Retreat Schedule

Note: The committee felt strongly that the summer NAOW is one of the premiere events held by SASFAA. It is the belief of the committee that the SASFAA board should consider the appropriate funding to allow the organization to consider sites beyond those with the lowest bids. As well, in the past several years the number of class rooms has been held to minimum resulting in larger number of students per class (as many as 25 and 26).



**Marian Dill**  
**Report cont.**

Furthermore, the committee felt strongly that a significant component of NAOW is about mentorship, professionalism and establishing the future reputation of the organization. Based on complaints from workshops spanning over the last few years, there was concern regarding the non-compliance with the host-institutional policies regarding alcohol while on campus. The committee agrees this non-compliance is a liability for the organization, does not reflect the desired professional image and is a threat to the success of future NAOWs. If the reputation of the training event is compromised, directors will not be inclined to spend limited university resources for future events. The committee believes there could be considerable financial liability for the SASFAA in the event an accident occurred involving a SASFAA representative and a workshop attendee. The current contract (instructor, business partner and curriculum coordinator) does include components of respect for the host institution, professionalism and compliance with the host institution's alcohol policy. Unfortunately, even with such wording in the contract there has been behavior which resulted in complaints.

**Leadership Symposium –**

At the time this report was written there were 18 sponsored participants and 11 paid participants. Lisanne Masterson along with her sub-committee (Ron Day, Marian Dill and Bill Jo Hamilton) is doing a wonderful job preparing an impactful training agenda. The draft agenda is provided as Addendum A. Thank you to Angie Black and Jody Darby for their assistance in the advertisement of this event.

**Mid-Level Pre-Conference Workshop –**

Phillip Hawkins has agreed to chair this event. He has already begun work by sending a short survey to the membership regarding possible training topics.

**NAOW**

- Site Visits

Vice President – Marian Dill visited Wesleyan College in Macon Georgia on September 30. While there she visited with Carrie Gonzales and others. This is a beautiful campus located 65 miles south of Atlanta. The buildings are close in proximity and many were built in early 1900 style. The staff seemed friendly and eager to host the event. There was a minute market in walking distance but the main shopping area would require transportation. Dorm accommodations were two people per room and 4 sharing a restroom. This institution required SASFAA to provide liability insurance for itself and all participants not less than \$500,000 combined single limit for each person/occurrence.

Committee Members – Runan Pendergrass and Sandy Neel visited Thomas More College on October 6, 2014. They met with Mary Givhan former SASFAA President and Vice President. Thomas More is located approximately 5 minutes from the airport and there were numerous restaurants in walking distance. The classrooms would be located in one building. There is a lake area that would be good for the picnic. The dorm accommodations were private sleeping rooms for everyone and two people sharing a restroom.

- Conference Call

The committee held a short conference call on October 21 to vote on the 2015 and 2016 site. It is the recommendation of the committee that the SASFAA board considers and approves the Thomas More contract for the 2015 NAOW. It is further recommended the board conditionally approve Thomas More for 2016. However, this contract will not be signed until after the 2015 workshop has been held to ensure there are no major concerns moving forward for 2016. A detailed cost analysis has been provided as Addendum B.

**Marian Dill  
Report cont.**

Points of Consideration:

	<u>Thomas More</u>	<u>Wesleyan College</u>
Suite style rooms	Single Occupancy	Double Occupancy
Reasonable airfare	Yes	Yes
Distance from Airport	5 Minutes	65 miles
Cost from Airport	\$20 Cab (4 people)	\$65 per person
Restaurants in Walking Distance	Numerous	minute market
Site Coordinator Experience	Former: Pres, VP, etc.	attendee
Alcohol Policy	Alcohol Free	Alcohol Free
Location	KY	GA
Estimated Cost	\$71,000	\$69,000

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 4.4: Phillip Hawkins from GA needs to be added to the Professional Advancement Committee.

LRP 5.4 Leadership Symposium will be held November 20 – 22, 2014 at Hyatt Regency in Birmingham Alabama. Lisanne Masterson is chairing this event. The sub-committee consists of Ron Day, Billie Jo Hamilton and Marian Dill (Vice President). The guest speaker will be Dr. Michela Perrone. Session topics include: The Psychology of Leadership, Adding Leadership Skills to Your Management Toolkit, Creating Effective Teams, Ethics and more. Participants will read *The Heart of Leadership* by Mark Miller prior to attending the conference.

LRP 12.1 Planning and preparation for NAOW, Leadership Symposium and Mid-level pre-conference workshop is on-going.

LRP 12.9 NAO and Mid-level will be provided pre-conference events.

LRP 12.10 The annual NAOW planning is underway.

LRP 12.11 The professional advancement committee consist of prior vice-presidents, curriculum coordinators and instructors.

LRP 12.12 Training sites have been chosen in states that have not recently hosted SASFAA events.

LRP 12.13 & GAP 9 & 28 The Leadership Symposium is being offered in November 2014.

**Marian Dill  
Report cont.**

**Action Items:**

- 2015/ 2016 NAOW Site Contract – Committee Recommendation Thomas More College
- 2015 Instructors – Committee Recommendations

<b>First</b>	<b>Name</b>	<b>Institution</b>	<b>Type</b>	<b>State</b>	<b>Status</b>
Joan	Bailey	St Petersburg College	4 Year Private	FL	Returning
Brad	Barnett	James Madison University	4 Year Private	VA	Alternate
Tarik	Boyd	ECPI University	Proprietary	VA	New
Brenda	Burke	Virginia Commonwealth University	4 Year Public	VA	Returning
Julia	Byron	Atlanta Technical College	2 Year Public	GA	New
Dotti	Davidson	Regent University	4 Year Private	VA	New
Kamesia	Ewing	Fayetteville State University	4 Year Public	NC	Returning
David Leigh	Haggard	Bryan College	4 Year Private	TN	Returning
Ann	Hussey	Mississippi Gulf Community College	2 Year Public	MS	New
Lori	Mitchum	Murray State University	4 Year Public	KY	Returning
Michael	Morgan	Rhodes College	4 Year Private	TN	New
Runan	Pendergrast	Bluegrass Community and Technical College	2 Year Public	KY	Alternate
Jill	Rayner	University of North Georgia	4 Year Public Technical College	GA	New
Aria	Simmons	Midlands Technical College	College	SC	Returning
Bill	Spiers	Tallahassee Community College	2 Year Public	FL	New
April	Tretter	Bellarmino University	4 Year Private	KY	New

- Instructor, Business Partner and Curriculum Coordinator Contract – Addendum C
- Additional Committee Member – Phillip Hawkins (GA)

**Policy & Procedure: Changes/ Recommendations:**

No updates at this time.

**Personal Thoughts and Recommendations:**

There are a lot of moving parts to the 2014-2015 Vice President position and there is no way that I alone could accomplish all the tasks. I am thankful for the willingness of Lisanne Masterson, Phillip Hawkins and Sandy Neel to take key leadership roles in order to reach our lofty goals.

Due to timing constraints it is my belief SASFAA should get back to selecting NAOW site one year prior as stated by the workshop guide. For example, the 2014-2015 Vice President would solicit site proposals for the 2016 summer workshop.

Finally, it is my belief that the board should strongly consider increased funding for the NAOW if indeed this is one of the premiere events for the organization. Current budget requires the selection of the campus with the lowest bid and limiting instructors / number of class rooms which results in increased participants per class (as many as 25 – 26 per class).

**Marian Dill**  
**Report cont.**

**Road To Relevance: Your comments on Chapters:**

The complexities of Financial Aid (training, advocacy, leadership development, etc.) make it difficult to concentrate resources to one central point. SASFAA must continue to find ways to provide components of all critical areas (training, advocacy and leadership development) in a financially sustainable manner. The organization can only spend reserves for a limited number of years before financially imploding.



Southern Association of Student Financial Aid Administrators

Vickie Adams/Secretary

Executive Board Report/ November 3, 2014

**Committee Goals for 2014-15:**

Update SASFAA calendar, policies and procedures, and By-Laws as needed. Once updated submit to the Electronics Services Chair as quickly as time permits. Once updated, emails will be sent to all Executive Board members. Continue to request updates from the board.

**LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 8.1: Establish procedures to maintain and archive the records of the Association at the close of each fiscal year.

*Update:* The Board meeting minutes have been posted to SASFAA's website. SASFAA calendar has been updated and posted to the website. SASFAA P&P changes have been posted to the website.

LRP 8.3: Ensure the accessibility and continuity of the Association's records.

*Update:* The Association's records are assessable and secured.

GAP 33: Review the February 24-26, 2012(Greensboro, NC) minutes to ensure the SASFAA Policy and Procedure Manual is updated with the applicable conference charity rotation schedule.

*Update:* From the minutes at the February 24-26, 2012 Executive Board meeting in Greensboro: "Since we are no longer rotating conferences throughout the 9 states, we voted to rotate the state we will support with a charity at the conference. The current rotation is set up for NC in 2012 and GA in 2013. We agreed at the November meeting to conduct a random draw for the order of the remaining 7 states, followed by NC and GA at the end during the February meeting".

Action Item: Conference Charity Draw – North Carolina will benefit from the charity in 2012 and Georgia in 2013. Perform a random draw to determine the order of the remaining 8 states to benefit from the conference charity.

Charity Draw for rotation:

2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the charity rotation starts all over again with North Carolina in 2021, and Georgia in 2022.

**Action Items:**None

**Policy & Procedure: Changes/ Recommendations: None**

**Personal Thoughts and Recommendations:**

**Road To Relevance: Your comments on Chapters:**



Southern Association of Student Financial Aid Administrators

Amy M. Moser, Treasurer

Executive Board Report/November 2014

**Committee Goals for 2014-15:**

To facilitate communication and cooperation between and for the association and the state presidents in order to better serve the membership.

**LRP and GPA Goal Activity Since Last Board Meeting:**

Completed annual tax questionnaire and submitted supporting documentation to CPA.

Expense & travel claims and other bills paid. Deposits posted.

Records and accounts maintained in Wild Apricot, Quickbooks, & BB&T.

All bills paid upon receipt.

All reimbursements paid upon receipt. Payments for registrations, membership dues and sponsorships receipted and posted.

Submitted financial reports to each board member prior to this meeting.

Working with Budget and Finance Chair for delivery of FY 2013-14 financial documents after annual tax preparation process is complete.

**Action Items / Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

I am remiss I am unable to attend this meeting but quite thankful to remain your SASFAA Treasurer and to attend the annual conference in February 2015.

**Road To Relevance: Comments on Chapter 8:**

N/A

**SASFAA, Inc.**  
**2014-15 Budget**  
 July 2014 - June 2015

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	24,287.26	42,805.00	-18,517.74	56.74%
02 Professional Development	1,219.80	79,150.00	-77,930.20	1.54%
03 Annual Meeting		123,750.00	-123,750.00	0.00%
04 Vendors/Sponsors/Patrons	8,500.00	96,000.00	-87,500.00	8.85%
05 Advertising		4,000.00	-4,000.00	0.00%
07 Interest Earned	10.03	1,500.00	-1,489.97	0.67%
09 Transfer from Assets		48,645.00	-48,645.00	0.00%
11 Dividends Earned	3,296.61	12,875.00	-9,578.39	25.60%
12 Capital Gains		1,000.00	-1,000.00	0.00%
	\$	\$	-\$	
<b>Total Income</b>	<b>37,313.70</b>	<b>409,725.00</b>	<b>372,411.30</b>	<b>9.11%</b>
	\$	\$	-\$	
<b>Gross Profit</b>	<b>37,313.70</b>	<b>409,725.00</b>	<b>372,411.30</b>	<b>9.11%</b>
<b>Expenses</b>				
101 President	835.06	9,500.00	-8,664.94	8.79%
102 President-Elect	1,033.67	8,000.00	-6,966.33	12.92%
103 Vice President	1,342.71	4,500.00	-3,157.29	29.84%
104 Secretary	673.74	3,500.00	-2,826.26	19.25%
105 Treasurer	1,368.60	5,500.00	-4,131.40	24.88%
106 Past President	1,436.50	5,725.00	-4,288.50	25.09%
201 Membership	1,387.44	4,000.00	-2,612.56	34.69%
202 Electronic Services	1,251.20	6,000.00	-4,748.80	20.85%
203 Professional Advancement	2,789.76	124,000.00	-121,210.24	2.25%
204 Communications & Outreach	1,285.88	3,000.00	-1,714.12	42.86%
205 Budget and Finance	597.20	4,500.00	-3,902.80	13.27%
206 Annual Meeting Program	9,346.71	146,000.00	-136,653.29	6.40%
207 Site Selection	787.23	3,500.00	-2,712.77	22.49%
210 Executive Board	10,283.95	35,000.00	-24,716.05	29.38%
211 President's Contingency	61.49	1,000.00	-938.51	6.15%
213 Advance Program Planning		0.00	0.00	
214 Global Issues	1,091.54	3,000.00	-1,908.46	36.38%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations		13,000.00	-13,000.00	0.00%
217 Long Range Planning & GAP	1,088.98	7,000.00	-5,911.02	15.56%
218 Vendor/Sponsor	955.47	3,000.00	-2,044.53	31.85%
219 Special Projects	2,321.34	3,000.00	-678.66	77.38%
220 Resource Partner Liaison	527.19	3,000.00	-2,472.81	17.57%
224 Accounting Fees	1,490.18	4,000.00	-2,509.82	37.25%
225 Online Payment Processing Fees		5,000.00	-5,000.00	0.00%
227 NASFAA Hospitality 2014		0.00	0.00	
228 Inter-State Travel		4,500.00	-4,500.00	0.00%
	\$	\$	-\$	
<b>Total Expenses</b>	<b>41,955.84</b>	<b>409,725.00</b>	<b>367,769.16</b>	<b>10.24%</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>\$</b>	<b>-\$</b>	

	4,642.14	0.00	4,642.14
	-\$	\$	-\$
Net Income	4,642.14	0.00	4,642.14

Oct 01, 2014 08:04:54 PM PDT GMT-4 - Accrual Basis

**SASFAA, Inc.**  
**Balance Sheet**  
As of November 1, 2014

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
BB&T Checking	71,664.55
BB&T Savings	77,796.01
Edward Jones-Money Market	2,723.91
Fifth Third Checking (deleted)	0.00
Fifth Third Savings (deleted)	0.00
Suntrust-Money Market	0.00
	<u>\$</u>
<b>Total Bank Accounts</b>	<b>152,184.47</b>
<b>Accounts Receivable</b>	
Accounts Receivable	0.00
	<u>\$</u>
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Other current assets</b>	
Advisory Solutions 20/80 @ Edward Jones	388,488.15
CD-AMEX Centrn 3/19/12 1.25% (deleted)	0.00
CD-BofA 2% 5/6/13	0.00
CD-Capmark BK 7/16/12 2.65% (deleted)	0.00
CD-Citibank 2.1% 11/26/12	0.00
CD-Citibank 2.4% 1/27/14	0.00
CD-Discover 5% 8/6/13	0.00
CD-GE Money 5% 10/23/13	0.00
CD-Leaders BK 6/18/12 1.00% (deleted)	0.00
CD-Midfirst BK 7/16/12 2.60% (deleted)	0.00
CD-Rollstone 1.65% 2/12/14	0.00
CD-Sallie Mae Bank 3.25% 3/4/13	0.00
CD-State Bank 1.5% 3/24/14	0.00
Charles Schwab (NASFAA)	295,789.03
Franklin Low Duration @ Edward Jones	0.00
Short Duration-JP Morgan @ Edward Jones	0.00
Short Duration-Lord Abbett @ Edward Jones	0.00
Undeposited Funds	0.00
	<u>\$</u>
<b>Total Other current assets</b>	<b>684,277.18</b>



	<u>\$</u>
<b>Total Current Assets</b>	<b>836,461.65</b>
<b>TOTAL ASSETS</b>	<b>836,461.65</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
<b>Opening Balance Equity</b>	757,980.87
<b>Retained Earnings</b>	83,122.92
<b>Net Income</b>	<u>-4,642.14</u>
<b>Total Equity</b>	<b>836,461.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>836,461.65</b>

Saturday, Nov 01, 2014 08:08:40 PM PDT GMT-4 - Accrual Basis



Southern Association of Student Financial Aid Administrators

Terri Parchment/Budget & Finance Chair

Executive Board Report/October 17, 2014

**Committee Goals for 2014-15:**

- The future financial stability of the Association is provided through careful and regular planning and evaluation.
- Fiscal integrity will be ensured.

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 14.3: Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.

Update: Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board.

Gap 35: The SASFAA Guide to Financial Management should include a statement requiring that the committee performing the annual financial review be done in a face-to-face setting. This should be done in such a manner so that the financial records remain intact and the treasurer can assist in the review.

Update: Recommendation included in this report.

GAP 40: It is Recommended that the Guide to Financial Management be updated to include instructions that the location for the annual review conducted by the Budget and Finance Committee be based on a central location to the committee members, not at the Treasurer's location, as that might not be the most affordable option. Since many of the records are being scanned in on an on-going effort to keep digital records, the Treasurer does not necessarily have to be on-site at the review but should be available to the committee if questions arise.

Update: Annual review will be held in Nashville, TN and Treasurer will be available for questions.

**Action Items:**

None

**Policy & Procedure: Changes/ Recommendations:**

Guide to Financial Management Change as recommended by GAP 35. Section 6.3, b.

Currently:

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board.

The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

**Terri Parchment**  
**Report cont.**

Proposed

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board. The review must be performed in a face-to-face setting. This should be done

in such a manner so that the financial records remain intact and the treasurer can assist in the review. The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

**Personal Thoughts and Recommendations:**

**Road To Relevance: Your comments on Chapters:**

**Hotel Contracts/Liabilities**

**Sheraton Greensboro Hotel at Four Seasons – February 5-10, 2016 - Conference**

Have to meet 70% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$137 per night

Tax is 12.75%

70% of 1018 guest room commitment = 712 room nights (\$97,544)

Room Rental Fee is \$25,635. This will be offered complimentary if 70% of attrition clause is met.

Exhibit Space Rental: \$225.00 per day for labor charges.

If 70% of the Room Attrition is met the following will be provided

- One complimentary room-night for every fifty occupied, revenue-producing guest room nights
- One complimentary Executive Parlor with both connecting rooms
- 10 upgraded rooms if available
- Complimentary Internet Services throughout the hotel to all hotel guest
- Complimentary Parking

Cancellation provisions

Signing date – 1096 days – one sum of \$5,000.00

1095-730 days – 25% of anticipated revenue

729-366 days – 50% of anticipated revenue

365 – 181 – 65% of anticipated revenue = \$63,404 + 25,635

180 days - 91 days - 75% of anticipated revenue = \$73,158 + \$25,635

90 days - 0 days - 100% of anticipated revenue = \$97,544 + 25,635

**Total liability as of November 2014: Liability charges based on individual contracts and timing **\$98,793****

**Hyatt Regency – Birmingham – Wynfrey Hotel – November 20-22, 2014 – Leadership**

Cancellation charges of 100% of the total revenue from 89 days prior to arrival date.

There will be a \$25 fee for hanging or displaying signage

Packages shipped to the hotel are assessed a fee of \$5 after the first two.

All meeting room, food and beverage, and related services are subject to applicable taxes currently 9% to 14%.

Prior to the application of any taxes, all meeting room, food and beverage, and related services will be subject to a 22% administrative charge. A portion of this charge (currently 12% of food and beverage sales) will be distributed directly to the food and beverage staff as additional compensation for their services, while the remainder (currently 10%) will be applied to cost and/or expenses other than employee wages.

**Terri Parchment**  
**Report cont.**

Meeting Room Rental and Food and Beverage Attrition – Minimum banquet food and beverage revenue of \$2,000 (exclusive of applicable service charges and taxes) as part of the Event.  
Food and Beverage must be supplied and prepared by the hotel. All food and beverage prices are subject to a 22% service charge and a 9% state tax. Service charge is taxable.

**Total liability as of November 2014: Liability charges based on individual contracts and timing \$10,520**

**Total liability of outstanding contracts is \$109,313 as of November, 2014**

**SASF AA, Inc. Inventory as of June 30, 2013**

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

The following items are held by the membership chair.

Laptop, Printer, and misc software/hardware.

MS Office XP Version 2002 – WO524342-0530-L10

MS Office 2000 – WO509336-0506

2 Port Data Transfer Switch – FIB-024-E

HP Pavilion zt1175 Laptop



Southern Association of Student Financial Aid Administrators

Jody Darby / Communications and Outreach Chair

Fall Executive Board Report / November 2-4, 2014

**Committee Goals for 2014-2015:**

- SASFAA *Nine News* - Monthly Article (This month in History)
- Reduce duplication
- Help promote partner services
- Increase Facebook interactions
- Utilize states' communication means to accomplish SASFAA's goals
- Financial Appreciation Day: Third Wednesday in October - October 15, 2014

**LRP and GAP Goal Activity Since Last Board Meeting:**

- Data from communications and outreach: July 1, 2013 – October 15, 2014

	Facebook	Listserv	<i>NineNews</i>	Totals
Announcement from Board	35	9	4	48
Committee	12	12	16	40
Engagement	114	3	3	120
Feel Good Story			2	2
From David Bartnicki		3		3
Job Posting		25		25
Member Submitted - Question and/or Reply		29		29
<i>NineNews</i>	7			7
TASFAA / D. Bartnicki training			1	1
Training	10	5	9	24
<b>Grand Total</b>	<b>178</b>	<b>86</b>	<b>35</b>	<b>299</b>

- Facts

(as of 10/15/2014):

o Facebook:

- Facebook page 'likes' increased to 834. Increase of 23% since 06/30/2014.
- Facebook page visits:
  - ~ 75% - Timeline
  - ~ 22% - Photos tab
- Facebook audience:
  - 77% female
  - Audience is primarily between 35-44 years old – 29% of all 'likers'

- 6 people have 'unliked' the page since July 1

and Figures

- **Jody Darby**
- **Report cont.**
  - o *NineNews* (aka Blog)
    - Top 10 articles on *NineNews* had at least 129 views each.
    - Most popular articles on *NineNews*:
      - 10/1 – 423 views - Conference Information
      - 9/25 – 367 page views - Leadership Symposium registration
      - 10/01 – 185 views – Post-Traumatic Stress article
    - 10% of views are done via mobile device
    - 8% of views since 09/16 (one month prior to report being due) have been done from outside of the U.S.
  - o Listserv:
    - ~ 33% of messages have been Job Postings
    - ~ 28% of messages have been from Board or specific Committees
- General Updates:
  - o *SASFAA – Did You Know* (This Month in History)
    - Late getting the first one out.
    - Have tried to keep this going each month.
    - Difficult to weave Financial Aid items into some months. It’s mostly ‘interesting’ facts.
  - o Financial Aid Appreciation Day
    - Members/states have been great about submitting material.
    - The dates of this report don’t reflect all photos posted. More updates at winter meeting.
    - Thank you, board members and President, for your active engagement

**Action Items:**

- Continue to keep members and/or non-members engaged while decreasing duplication where possible.
- Continue to search states’ pages to post pictures while not duplicating exactly what is on states’ pages.
  - o I believe that ‘tagging’ folks on Facebook gets them more engaged—connecting them and as to how they relate and fit into SASFAA.
- Remind committees as they are scheduled to provide articles/information for posting per P&P.

**Policy & Procedure: Changes/ Recommendations:**

- None at this time.

**Personal Thoughts and Recommendations:**

- Angie Black has been so helpful. Both she and I receive e-mails as listserv announcements of any kind are needed. She covers posting when I’m unavailable. I cannot thank her enough for her guidance and assistance.
- Submitted a ticket to Wild Apricot in hopes of them distinguishing ‘test’ listserv messages apart from ‘real’ messages. As I test a message for formatting, etc., the test message looks exactly like the real message—making it difficult to go back and research things as needed.
- Formatting items in Blogger, where *NineNews* is created, continues to be a challenge. Many times, trial and error is my only option. Often times, too, even when listserv and/or blog posts are published/received, they don’t appear like the ‘test’ did. My apologies for these inconsistencies.
- People do not understand they must ‘subscribe’ to receive *NineNews* updates. The material is updated, but nothing is pushed out unless the person is subscribed to receive the information. Open for ideas.
- I’m always glad to post things as you send them to me, but I would appreciate if you would send those items to me. I can’t always remember or take time to ‘go hunting’ for pictures, and I definitely don’t want to leave anyone out. States’ presidents have
-

- **Jody Darby**
- **Report cont.**
- 
- been a great help in providing material for use in SASFAA communications. We have had a few submissions from business partners. Detailed in statistics.
- I'm open to input or ideas from anyone. I have enjoying my position thus far. Thank you.

**Road To Relevance: Your comments on Chapters:**

- Great roadmap that we can use in our states and in SASFAA as we look toward the future.

*Detailed statistics for Facebook, NineNews, and listserv are included with this report for historical purposes.*

Communications and Outreach Fall Board Report Data

**Announcement from Board 12**

Condolences 3

President 9

**Committee 12**

Comm & Outreach 3

Conference 2

Global Issues 1

Legislative Issues 1

Nominations & Awards 5

**From David Bartnicki 3**

From David Bartnicki 3

**Job Posting 25**

Job Posting 25

**Member Submitted 29**

Announcement 3

Question 5

Reply 21

**Training 5**

Leadership 2

Mid-Level 1

NAOW 2

**Grand Total 86**

**Link 26**

Engagement 17

Exec Board info/update 2

NineNews 5

Training 2

**Photo 132**

Engagement 80

Exec Board info/update 40

NineNews 9

FSA 2013 1

FSA 2014 2

**Status 19**

Engagement 12

Exec Board info/update 6

Training 1

**Video 1**

Engagement 1

**Grand Total 178**

**Listserv Messages - 07/01/2014 - 10/17/2014**

**Facebook - 07/01/2014 - 10/15/2014**

Darby SASFAA 2014-2015 1 of 2



- **Jody Darby**
- **Report cont.**

Communications and Outreach Fall Board Report Data

**Row Labels Count of Category**

**Board update 4**

blank) 4

**Committee 16**

Awards/Nominations 2

Comm & Outreach 6

Conference 1

Global Issues 5

Legislative Relations 2

**Condolences 1**

(blank) 1

**Employment Change 2**

(blank) 2

**Feel Good Story 2**

Jody Darby - GA 1

Stephanie Miller - AL 1

**TASFAA / D. Bartnicki training 1**

(blank) 1

**Training 9**

FASFAA Workshop 2

Leadership Symp. 2

NAOW Instructor Solicitation 1

Nelnet 1

Survey 1

TG 2

**Grand Total 35**

**NineNews Articles - 07/01/2014 - 10/15/2014**





Southern Association of Student Financial Aid Administrators

Chris Tolson-Mapes/Chair, Conference Committee

Executive Board Report/November 3, 2014

### **Committee Goals for 2014-15:**

Plan the annual conference to be held February 22-25, 2015 in Memphis, TN. The conference will include training, professional development, and networking opportunities.

Activity since the last board meeting:

- The conference committee met July 27 & 28 in Memphis, TN at the Peabody Hotel. The purpose of the meeting was to begin planning the 2015 annual conference. A tentative agenda was developed.
- Federal session topics were identified and federal trainers have been secured.
- Fifty-six concurrent session topics were selected and presenters notified.
- Keynote speaker, John Croyle was contacted and agreement reached for him to deliver a keynote message.
- The Big Oak Ranch was selected and notified as the charity organization.
- NASFAA guests have been secured (Justin and Eileen both will be in attendance).
- Worked with Electronic Services Chair, Angie Black to update and launch the conference website pages.
- Worked with Peabody liaison to create online hotel registration.
- Each committee member has tentative assignments.

### **LRP and GPA Goal Activity Since Last Board Meeting:**

**LRP 9.1:** Work with all sectors of the regions 's financial aid community to ensure representation and participation in all Association programs and activities

*Update:* Selected concurrent session presenters representing all sectors of membership.

**LRP 12.2:** Continue to develop and offer an annual conference which integrates observations gathered from conference evaluations, membership and professional development surveys, and consideration of current issues and educational trends and the perceived need of members.

*Update:* Solicited session topics from the membership via the listserv. Reviewed and organized session ideas from 1314 conference evaluations. Developed list of current federal student topics and issues and requested department of education trainers. At this time, David Bartnicki and Wood Mason are committed to present several concurrent sessions.

**LRP 12.3:** Provide such a conference which incorporates cost-saving measures to encourage participation emphasizes content and is self-supported.

**Chris Tolson Mapes**

**Report cont.**

*Update:* The conference fees will not increase from 1314. The conference budget has been built to achieve a self-supported event.  
**LRP 12.4:** Provide a varied conference agenda incorporating legislative, regulatory, public policy and operational topics, as well as, competencies in management and human relations.

**Chris Tolson Mapes**

**Report cont.**

*Update:* The conference committee will attempt to present a varied agenda incorporating all of the above.

**GAP 11:** Implement leadership workshop track during the SASFAA Conference. Have seasoned professionals conduct sessions on professional development and leadership. Accommodate two or three progressive leadership sessions with the same audience in all sessions.

*Update:* NAOW and Mid-Level will be offered as pre-conference workshops.

**Action Items:**

None at this time.

**Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

Several members suggested offering a method to contribute to the charity organization when not in attendance. I explored that possibility; the Big Oak Ranch will accept payments online at their website, however, they do not have a way for those contributions to be recognized as SASFAA member gifts. It would be my recommendation that online giving not be advertised along with conference registration, but made available upon request.

**Road To Relevance: Your comments on Chapters:**

The conference chair will be prepared to discuss at the board meeting.



Southern Association of Student Financial Aid Administrators

Angela Black/Electronic Services Committee Chair

Executive Board Report/November 3, 2014

### **Committee Goals for 2014-15:**

Overall goals:

- Maintain and enhance the SASFAA website.
- Serve as a support to functional areas of SASFAA including but not limited to membership, elections, sponsorship, conference, new aid officers workshop, leadership symposium and other trainings.
- Monitor SASFAA's technical email account.
- Complete an operational calendar for Electronic Services Committee.
- Review the P&P periodically and submit recommendations for updates as needed.
- Monitor SASFAA's database security settings and apply updates as needed.
- Complete reporting for board meetings, the GAP assessment, and the President's annual report.

Activity since the last board meeting:

- Transitioned listserv management to SASFAA Communications Chair, per updates approved by the board in June. The Electronic Services Committee serves in a backup/support role.
- Participated in board meeting via phone (conference call) in September to discuss matters pertaining to the Leadership Symposium and sponsorship packages for SASFAA's 14-15 membership year.
- Completed and submitted the Electronic Services operational calendar.
- Completed standard website updates including meeting minutes, P&P, forms and calendar entries.
- Granted direct website access to the Secretary for meeting minutes, per GAP 20.
- Completed website enhancements including an edit to the SASFAA Nine News logo on the main page to match the logo on the blog and the addition of a Treasurer's Corner box on the main page to address frequently asked questions and other important information deemed appropriate by the treasurer.
- Updated web content for sponsorship packages to include most recent updates approved by the board and launched sponsorship registration.
- Launched Leadership Symposium webpage and on-line registration, provided registration code instructions and reminder emails to state-sponsored participants, and generated registration reports on a periodic basis.
- Launched conference webpages and the on-line registration.
- Monitored SASFAA's technical email account and responded accordingly.
- Researched and reported a technical problem with Wild Apricot that caused SASFAA (and some other websites powered by Wild Apricot) to encounter a website display problem.

### **LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long-Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) report.

**Angela Black**  
**Report cont.**

Update: The goals and objectives of the Electronic Services Committee were made with consideration given to the Long-Range Plan and the recommendations from the most recent GAP report.

LRP 4.1: Appoint committee members, to the extent possible, to reflect the practice of inclusiveness.

Update: All volunteers for the Electronic Services Committee were accepted and included in the recommendation for committee members submitted and approved at the July Board meeting.

LRP 4.3: Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

Update: The goal to function with the fewest number of members sufficient to accomplish the goals of the committee was achieved with the approval of four committee members (not including the chair) at the July Board meeting.

LRP 4.4: Ensure that the Committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

Update: A variety of experience levels and SASFAA membership years are represented on the Electronic Services Committee.

LRP 4.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Update: Electronic communication methods have been used for the work of the Electronic Services Committee at no cost to the association.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Update: The Electronic Services Committee Chair has reviewed applicable policies and procedures. An update to the P&P was recommended by the Electronic Services Committee and approved at the July Board meeting.

GAP 1: Provide access for the Secretary to post updates of the minutes to the website.

Update: Access has been granted to the Secretary to post updates of the minutes to the website. In addition, the Electronic Services Chair is available to post the minutes at any given time at the request of the Secretary.

GAP 20: Assessment of the website, specifically the maintenance and organization of content, in 13-14. This includes implementing any changes identified during the assessment process.

Update: All changes resulting from the assessments made in 13-14 have been implemented. Those changes included the implementation of the functional site map on the website, the creation of new pages to improve the function, services, layout and theme of the website, and finalized relocation of all documents and information previously located on a non-functional site map page.

GAP 21: Review the feasibility of making the listserv available for all SASFAA members to post.

Update: Procedures were developed to make the listserv available for all SASFAA members to post. A webpage outlines information and clear instructions for members pertaining to the use of the listserv. A dedicated email address for intake of listserv messages from all members is monitored by the Communications and Outreach Chair and supported by the Electronic Services Chair to ensure timely distribution of messages from members immediately following an administrative review.

**Angela Black**  
**Report cont.**

**Action Items:**

None at this time

**Policy & Procedure: Changes/ Recommendations:**

None at this time

**Personal Thoughts and Recommendations:**

In consultation with the Treasurer, the Electronic Services Chair recommends that the board discuss and consider a membership requirement for New Aid Officers Workshop (NAOW) registration for the following reasons:

- We can gather accurate membership data needed to populate their membership benefit for the following membership year and provides us with a better mechanism to apply the database updates.
- It will allow us to utilize the system features to address issues/complications encountered previously with registration data and associated payments.
- It will prevent duplicate and conflicting information within the contact database data (this happens when registration cannot be initially linked to a membership record).
- It gives the participant full member benefits immediately – including listserv postings, job postings, and access to the membership directory – and eliminates confusion for the participant as it relates to their membership status during the time period between NAOW registration and the new membership year.

**Road To Relevance: Your comments on Chapters:**

The Electronic Services Committee Chair will be prepared to discuss at the board meeting.



Southern Association of Student Financial Aid Administrators

Joan Bailey – Chair Global Issues Committee

Executive Board Report/November 2014

**Committee Goals for 2014-15:**

1. Seek representation for each state on the Global Issues Committee.
2. Promote diversity and inclusiveness in the association.
3. Provide training and information for all sectors - providing articles for the SASFAA Nine news.
4. Work with the membership committee to explore possible utilization of retirees as a means to support upcoming young professionals providing helpful resources and a support system.
5. Highlight Veterans Issues while promoting best practices.
6. Bring attention to the available resources for DACA students.

**LRP and GPA Goal Activity Since Last Board Meeting:**

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

**LRP 4.4:** Ensure that the Committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

**Update:** Members were submitted for approval and approved at the board meeting in July.

**LRP 4.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Update:** Meetings are done by conference call and another to be in person while attending FSA in December.

**Overall update:**

4 sessions will be offered by the Global Issues committee at annual conference and we have been busy putting articles out for SASFAA nine news and will continue to do at least one article per month.

**Action Items:**

None at this time, the committee is fully functional and on its way to the accomplishments of all its goals.

**Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

Overall, I am very impressed with the level of work being done by the board members to carry out the business of the association.

**Joan Bailey**  
**Report cont.**

**Road To Relevance: Your comments on Chapters:**

Will be provided later, prior to the meeting.



Southern Association of Student Financial Aid Administrators

Sharon Oliver/Legislative Relations Committee Chairperson

Executive Board Report/October 19, 2014

**Committee Goals for 2014-15:**

- To advise SASFAA membership of current Congressional activity
- To conduct monthly conference calls with the Legislative Committee members
- To plan and coordinate a regional Hill visit in February, 2015 that includes representation from each of the nine SASFAA states that allow participants to interact with representatives from their states
- To work collaboratively with the Conference Chair to ensure that legislative session is held during the annual conference

**LRP and GPA Goal Activity Since Last Board Meeting:**

**LRP 4.1 and LRP 4.3** - Appoint committee members, to the extent possible, to reflect the practice of inclusiveness. Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

**Activity:** Committee members were recommended by the State Presidents. The Legislative Committee members are appointed based on serving as Legislative Relations Chairperson for each state in the region. There are representatives on the committee from institutions that are 2 year public, 4 year public, 4 year private as well as other entities such as non-profit sector, lender and guarantor. All volunteers who desired to serve on the Legislative Relations Committee were invited to participate.

**LRP 4.4** - Ensure that the Committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

**Activity:** The Legislative Relations Committee has an appropriate mix of new and returning members. There are seven (7) returning members and six (6) new members.

**LRP 4.5** - Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Activity:** Meetings for the Legislative Relations Committee will be conducted by conference call. A representative from each state will be asked to participate in the Hill visit in February, 2015. Funding has been provided by SASFAA to support this effort.

**LRP 7.2** - Require that officers and committee chairs review and update policies and procedures under their purview.

**Activity:** The policies and procedures have been reviewed for the Legislative Relations Committee Chair. The policies and procedures were disseminated to committee members on 9/5/2014.

**GAP 23** - Continue to have joint legislative advocacy with other regions.



**Sharon Oliver**

**Report Cont.**

**Activity:** A regional federal issues conference call will be held on November 10, 2014 at 10:00 a.m. SASFAA will collaborate with EASFAA and MASFAA to schedule Hill Visit in February, 2015.

**GAP 24** - Identify one person from each state to be the "state" legislative contact person, ensuring that all states have representation.

**Activity:** There is an active member on the Legislative Relations Committee from each state. All states are representative on the Legislative Relations Committee.

**GAP 25** - Distribute a monthly article to the SASFAA membership on matters of concern from the Legislative Relations Committee.

**Activity:** The Legislative Relations Committee has submitted the following articles to be disseminated through SASFAA Nine News, Listserv, Facebook and the Blog for the month of October to the membership: 1) Loan Increase, 2) Why Should We Care About November, 3) FSA Pin Eliminated, 4) Mechanics of the Federal Process/Understanding the Legislative Process, and 5) Legislative Relations.

**Action Items:**

Recommending a new board member to serve on the Legislative Relations Committee for North Carolina. We would like to replace Dana Kelly with Lisa Korteff. This recommendation was submitted by President Cathy Shell.

**Policy & Procedure: Changes/ Recommendations:**

**Personal Thoughts and Recommendations:**

**Road To Relevance: Your comments on Chapters:**



Southern Association of Student Financial Aid Administrators

**Nancy T. Garmroth/Membership Chair**

**Executive Board Report/November 3, 2014**

**Committee Goals for 2014-15:**

- Review fee structure and membership classifications to include retirees and individuals from out of region.
- Establish mentorship program.
- Recognize new members.

**LRP and GAP Goal Activity Since Last Board Meeting:**

- Promoted Financial Aid Appreciation Day with a major assist from Jody Darby.
- Em McNair paired mentors and mentees.
- Reviewed membership classifications.

**Action Items:**

- Discuss and recommend By-Law changes for membership classifications and rights.

**Policy & Procedure: Changes/ Recommendations:**

- None

**Personal Thoughts and Recommendations:**

- None

**Road To Relevance: Your comments on Chapters:**

- None

Tracy Misner

No Report



Southern Association of Student Financial Aid Administrators

Janet Nowicki/Sponsorship Chair

Executive Board Report/November 3, 2014

**Committee Goals for 2014-15:**

- Update 2013-2014 Sponsorship Contact Listing
- Update Sponsorship Packages to reflect addition of new training opportunities and delete obsolete ones
- Participate as an Ex-Officio on the Conference Committee
- Include and train incoming 2015-2016 Sponsorship Chair
- Create 2014-2015 Sponsorship Contact Listing
- Create 2014-2015 Informational email to solicit for Sponsorship
- Follow-up with Potential Sponsors who complete registration forms
- Submit viable RFP candidates for the Drayage portion of the Annual Conference in Memphis for review by the Board
- Select and finalize contract with final Drayage candidate for Board approval
- Develop ideas for ways to promote and acknowledge our Sponsors during the Annual Conference
- Review all financial transactions to verify receipt of payment by all Sponsors

**LRP and GPA Goal Activity Since Last Board Meeting:**

- Appointed committee members and presented list to Board for review and approval
- Updated Sponsorship Packages and requested they be posted on the website
- Distributed email soliciting Sponsorship from previous and new sponsors
- Received final contract from Drayage for review by Board and signature of President, Treasurer and myself

**Action Items:**

- Attached is the Final Drayage Company contract for review and approval

**Policy & Procedure: Changes/ Recommendations:**

- None at this time

**Personal Thoughts and Recommendations:**

**Road To Relevance: Your comments on Chapters:**

- Love the concept of giving the “members” what they want. How much time do we really spend asking what they want? We do a survey every once in a while for overall wants of the membership. And I am not referencing the one we do in regards to the conference.
- I think the board members are great stewards for the association. When tough decisions had to be made, they were, but sometimes at the expense of what was best for all. For example, not permitting the President to visit all states. The membership should have had the opportunity to visit and hear the person(s) they voted into that position.
-

- **Janet Nowicki**
- **Report cont.**
- 
- Love the concept of instilling new and great ideas and innovations and not just repeating each year “just because that is the way we have always done it”. J



**Fern Exposition & Event Services**

125 Fernco Drive  
 Nashville, TN 37207  
 [o] 615.256.0357  
 [f] 615.256.0490  
 www.fernexpo.com

**Proposal for Exposition Service  
 Contracting  
 From Fern Exposition & Event  
 Services In Regards To**

**Southern Association of Student Financial Aid Administrators  
 Conference Peabody Hotel Memphis, TN**

**February 21<sup>st</sup> – 24<sup>th</sup> 2015**

The following is our proposal as Official Exposition Service Contractor for the above event. With SASFAA acceptance, Fern Exposition & Event Services will provide the following equipment and services at the rates below.

**MANAGEMENT SERVICES**

***FLOOR PLANS***

***Complimentary***

Fern Exposition Services will assist SASFAA in arriving at a suitable floor plan for the above exposition provide them a CADD layout with a reasonable number of copies and serve as the representative for securing facility approval of that floor plan, all on a complimentary basis.

***EXHIBIT BOOTH***

***\$75.00 Each***

We will provide SASFAA the required number of exhibit booths, each approximately 10'x10', including an 8' high background drapery and 3' high side divider drapery, all fire-retardant and with colors selected from available local inventory, at a unit cost of \$75.00. Price Includes install and dismantle.

***BOOTH FURNISHINGS INCLUDED***

***Complimentary***

Each booth and/or 100 square feet of exhibit space will be provided with the following on a complimentary basis.

- One (1) company I.D. sign
- One (1) 6' topped and skirted table
- Two (2) side chairs
- One (1) wastebasket with liner

*Event Expertise with the Personalized Touch*

**TRANCEWAY**

***Complimentary***

A custom, freestanding entrance unit identifying the name of the conference including design installation / removal will be provided at a unit cost of \$600.00 unit.

**REGISTRATION**

***Complimentary***

We will provide SASFAA a registration area including up to one (1) counter with custom headers and usual traditional furnishings on a complimentary basis. Additional Counters provided at a unit cost of \$295.00 per counter including graphics.

**MASKING DRAPERY**

***First 100 Feet Complimentary***

Fern Exposition Services will provide masking drapery (drapery not part of the booths, used to conceal unsightly areas) at costs described below. The first 100 linear feet of 8' or 3' masking is provided on a complimentary basis.

- 3' drape @ \$1.00 per linear foot
- 8' drape @ \$2.00 per linear foot
- 12' drape @ \$5.00 per linear foot
- 16' drape @ \$8.00 per linear foot

**SHOW MANAGEMENT DRAYAGE SERVICES**

***First 500 Pounds Complimentary***

We will receive and store shipments containing show management materials up to thirty (30) days prior to set-up and deliver them to a predetermined location within the convention site. The first 500 pounds of drayage service is provided on a complimentary basis and thereafter charged at prevailing rates \$67.00-

\$85.00 less 25%.

If distribution of these materials involves deliveries to other locations outside the convention site *or* if materials are moved by request from their initial delivery location to a secondary location, labor and equipment to affect these moves will be provided on an hourly labor and equipment charge less show management discount.

**SHOW MANAGEMENT DISCOUNTS**

All furnishing and services provided for direct use by Show Management, which are not otherwise addressed in this agreement, will be provided at the following discounts from published rates in the Exhibitor Service Kit.

50%	Traditional Furniture and Accessories	<i>Includes standard carpet.</i>
20%	Custom Furniture and Accessories	<i>Includes custom carpet.</i>
25%	Signs and Graphics	<i>14 day advance order required.</i>
25%	Displays and Accessories	<i>Quote includes discount.</i>
15%	Labor and Equipment	<i>If provided by Fern.</i>
10%	Floral	<i>If provided by Fern</i>

## **EXHIBITOR SERVICES**

### ***EXHIBITOR SERVICE KITS***

Fern Exposition Services will develop and provide each exhibitor with an Exhibitor Service Kit. Order forms and other information specific to the services provided by Fern Exposition will be inserted in the Kits along with any forms required and / or supplied by the facility.

### ***SERVICE DESK***

Fern Exposition Services will operate an exhibitor's service desk manned with competent personnel during move-in and move-out for services provided as the Official Exclusive Contractor.

## **TERMS AND PROCEDURES**

### ***OFFICIAL CONTRACTOR STATUS***

Fern Exposition shall be exclusively designated by the show organizer as the official contractor vendor for the following exhibitor services: furniture; carpet; drayage material handling services; labor and equipment services; cleaning services; signage / graphic services; exhibit / display materials and components; floral; and other such equipment and services specific to exhibitor participation. In such cases where the convention center facility requires that any of the above services be provided on an "exclusive" or "in-house" basis, Fern Exposition & Event Services will have the option to act as the primary contractor and elect the "exclusive" or "in-house" to serve as its sub-contractor.

As the Official Drayage (Material Handling) Contractor, Fern Exposition & Event Services will have on hand the necessary equipment and manpower to handle the movement of all exhibit materials. Fern Exposition will exercise control of the docks and dock equipment for the efficient installation and removal of this event. Exhibitors wishing to unload and reload their own equipment may do so by hand-carrying items through the designated entrance, provided the selected venue or local union conditions do not prohibit exhibitors from doing so.

### ***EXHIBITOR LIST***

The show organizer will provide Fern Exposition with a list of exhibiting companies at least 90 days prior to the exposition opening, with regular updates thereafter. This list will consist of company names, mailing addresses, names of company representatives, booth number assignments, phone numbers, fax numbers and e-mail addresses.

### ***SIMULTANEOUS SERVICES***

*The complimentary, discounted and other services provided within this agreement are based on delivery and pick-up occurring simultaneously with the scheduled installation and dismantle of the exhibits. Should SASFAA require these furnishings or services to be provided early or dismantled later Fern Exposition & Event Services reserves the right to assess the appropriate fees.*

#### **TIMING**

The SASFAA will, as part of its contract with the convention facility and communications with participants, reserve adequate time, separate from the exhibitors, for Fern Exposition & Event Services to move-in / deliver and move-out / remove the services associated with the production of this event. Should the SASFAA be unable to provide adequate time Fern Exposition & Event Services reserves the right to assess the appropriate fees to cover the additional cost associated with meeting and adverse schedule.

#### **BILLING and COLLECTION**

The SASFAA will be invoiced within thirty (30) days of the exposition closing. Payment is due within fourteen (14) days from the date of invoice. Unpaid accounts after fourteen (14) days from invoice date will accrue a service charge of .0575% per day (annual rate of 21%). Check or charge accepted.

Exhibitors are requested to include payment with all orders placed in advance or on show site. Unpaid exhibitor balances are usually settled at the show site before final removal of the exhibit area furnishings.

#### **FUEL SURCHARGE**

SASFAA will be assessed a fuel surcharge in the amount of \$200.00 for trucking of equipment. Price includes delivery and pick up.

#### **TAXES and FEES**

Appropriate taxes and fees will be charged by Fern Exposition to SASFAA unless a valid resale / exempt certificate for the state in which the exposition is held is provided prior to move-in.

#### **ASSIGNMENT**

This agreement will bind each of us and our respective successors and assigns, including any purchaser of the show. As this event is a unique asset if either of us breaches this agreement, the other party shall be entitled to specific performances.

#### **INSURANCE**

Fern Exposition Services carries Bodily Injury, Property Damage, Vehicle Liability and Workers Compensation insurance coverage to protect against claims that may arise from the performance of our services. A certificate of insurance can be provided upon acceptance of this proposal.

#### **CANCELLATION OF EXPOSITION**

A "cancelled" exposition is defined as an instance where an event is *not held*. In any instance where an event changes locations, or changes dates, or changes name, or is reformatted or experiences anything other than a true cancellation, this agreement shall remain in force.

In the event that it is necessary to cancel an exposition considered under this agreement, Fern Exposition & Event Services shall be reimbursed for all costs incurred.



**FORCE MAJEURE**

Fern Exposition Services shall not be liable to the SASFAA for failing to do as agreed where such failure is a result of a strike or other labor disturbance, government action, fire, flood, earthquake, any act of terrorism, or any Act of God.

**GOVERNING LAW**

This agreement has been entered into in Mississippi and shall be governed in all aspects by the laws of the State of Mississippi.

**PROPRIETARY INFORMATION**

The information contained in this agreement is proprietary information of Fern Exposition & Event Services. No portion of this document or any information contained herein shall be copied, duplicated, disseminated or discussed with any third party without the written consent of Fern Exposition. Provisions regarding proprietary information shall survive any termination of this agreement and shall remain in effect so long as the parties hereto are entitled to protection of their rights under applicable law.

**ACCEPTANCE**

Signed acceptance below signifies that Fern Exposition & Event Services agrees to abide by the arrangements as outlined herein to perform the duties as Official Service Contractor; and that the show organizer agrees to accept Fern Exposition under the arrangement as outlined herein, as the Official Exposition Service Contractor for the event.

Submitted and Accepted by:

Accepted by:



---

Chuck Adams  
Fern Exposition and Event Services

Nathan Basford  
President SASFAA

Date: May 8, 2014  
Show # 05-2866-15

Amy Moser  
Treasurer

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Janet Nowicki  
Sponsorship Chair

---

Date: \_\_\_\_\_

Lenny Akin



Southern Association of Student Financial Aid Administrators

Sandy Neel/Chair, Long Range Planning Committee

Executive Board Report/November 3, 2014

Ft. Lauderdale, FL

**Committee Goals for 2014-15:**

- Write a strong but easy to follow long range plan to get us to where we want to be in the next 5 years
- Survey the Board
- Hold Conference calls when necessary with Committee
- Hold Listening meeting at the Annual Conference to gather information from the members
- Gather Other state and regional association's Long Range Plan to read and see what we might want to use in our plan
- Hold in person meeting in May to begin the process of vetting a new Long Range Plan

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 4.5-*Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.* The Long Range Planning Committee met via conference call on September 9, 2014 to begin the process of developing a Long Range Plan.

Summary of Conference call:

- Asked everyone to read current LRP
- Gathered LRP from all the regions, still working on state LRP
- Began to develop the Survey for Board
- Next Conference call October 28

**Action Items:**

Board to complete survey

**Policy & Procedure: Changes/ Recommendations:**

None

**Sandy Neel**  
**Report cont.**

**Personal Thoughts and Recommendations:**

The LRP Committee has been diligently gathering Long Range Plans from other regional Financial Aid Organizations and developing the questionnaire that will be given to the board at this meeting. The Committee is working on the Listening Session that will be held at the conference. We hope that the information from both the Board survey and the listening session at the conference will assist us in developing the Long Range Plan.

**Road To Relevance: Your comments on Chapters:**

Will be able to discuss at the meeting



Southern Association of Student Financial Aid Administrators

Sarah Dowd/ State Presidents' Ad Hoc Committee

Executive Board Report/November 2014

**Committee Goals for 2014-15:**

To facilitate communication and cooperation between and for the association and the state presidents in order to better serve the membership.

**LRP and GPA Goal Activity Since Last Board Meeting:**

Provided State Presidents with conference presentations concerning association involvement so they could begin to develop a standard presentation to be given in their reciprocal state visits.

Reviewed Operational Calendar with President-elect Amy Berrier for State Presidents' section and suggested revisions.

Communicated with State Presidents regarding their sponsored attendees for the Leadership Symposium in November and with questions from President Basford regarding their executive board composition and newsletter/blog practices.

We will meet on November 2, prior to the Executive Board meeting. Tentative agenda items include state conference presentation, submission for NASFAA awards, and SASFAA Regional Trainings.

**Action Items / Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

The nine state presidents have been quick to respond to requests from SASFAA's board and to work together in sharing information and tasks. They will provide great representation of SASFAA in their reciprocal state visits and present a high quality session on association involvement.

**Road To Relevance: Comments on Chapter 8:**

I think one of the strengths of the SASFAA board is the ability to communicate openly and effectively in working toward common goals. I hope that the board will be able to use this strength to discuss ways to become more efficient, avoid unnecessary costs, determine what value we provide to the members, what value is lacking, and how to meet those needs.



Southern Association of Student Financial Aid Administrators

Stephanie Watson/Florida State President

November 2, 2014

### **Goals for 2014-15:**

FASFAA's theme this year is "Reshaping Tomorrow's Leaders, Today." We must prepare the financial aid leaders of today to overcome the challenges associated with financial aid regulations and students of tomorrow. During turbulent times, it takes dynamic leadership and effectual mentoring to ensure that the financial aid profession remains strong and well informed. With this task ahead, we must reshape the financial aid administrator of today in an effort to guarantee an advanced level of leadership and professional competence in the future. The Conference Committee met on Thursday, October 9, 2014, in St. Augustine Florida at the conference hotel to begin planning for the upcoming conference. The 2015 conference theme is "*Honoring the Past, Treasuring the Present, Shaping the Future*". Calls for session proposals have been submitted and the committee is optimistic about the location and training opportunity.

### ***Personal Goals***

- Work with the conference committee to ensure that the annual conference aligns with the needs of the membership
- Work with Training Committee to develop goals and objectives for leadership pipeline
- Work with Newsletter Committee Chair to ensure publication of the Fall/Spring Newsletters

### ***Organizational Goals / Activities***

- VP of training to purchase of NASFAA Core
- Clock-hour workshop to be held 11/19 – 11/21 (presenters include: David Bartnicki, Maureen Anderson, Lori Auxier, VA Officials, OIG personnel and more). We currently have 95 in-state and out-of-state registrations.
- New Aid workshop to be held in February
- Review and revise policy and procedure manual
- Review Scholarship fund account and update portfolio to ensure long term growth and sustainability and endowment
- 5 Region workshops scheduled/conducted between 10/14 and 11/15
  
- Each month, on the FASFAA website, spotlight and individual that plays/played a large role in advancing diversity.
- Advance College Goal Sunday initiatives by partnering with OSFA to supplement scholarships for attendees
- Increase membership (currently, up 10% from prior year)
- Increase social awareness through Facebook and Twitter
  
- Analyze the usage of Membership Management software – MemberClicks and possibly lowering the cost and/or transitioning to other software such as Wild Apricot.
  
- To ensure efficiency update www.fasfaa.org so executive board members can accomplish their duties in a timely manner.
- To assist Graduate and Professional level aid administrators with their many challenges in administering aid at the graduate and professional level.
- Keep FASFAA members informed of current announcements, policies, procedures, issues, and legislation impacting the administration of federal financial aid
- Increase sponsorship

### **Action Items:**

None

**Stephanie Watson**  
**Report cont.**

**Policy & Procedure: Changes/ Recommendations:**

None

**Personal Thoughts and Recommendations:**

None

**Road To Relevance: Your comments on Chapters:**

Chapter Eight

The Lean Association: Aligning People and Processes Efficiently

To be competitive, associations must find ways to trim the fat and improve efficiency. We have become complacent with doing things the way they have always been done regardless of the effectiveness/usefulness. The authors make useful suggestions to overcome waste and operational ineffectiveness. Organizations must develop a definition for value and determine which activities, services, and/or practices have value. Leaders can remove waste and determine value by adhering to the six attributes of customer value: (1) complete problem solution; (2) efficient solution; (3) what I want; (4) where I want it; (5) when I want it; (6) make it simple.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Tennessee State President

Executive Board Report/November 3, 2014

There have been several TASFAA events since the last SASFAA board meeting. The first official TASFAA Executive Board meeting of the 2014-2015 year was held July 28-29 at the Embassy Suites in Murfreesboro, Tennessee. Our elected officers and committee chairs announced their goals for the year and provided the names of the members of their respective committees. Also at this meeting, our Proprietary Sector Representative, Debra Stratman of Miller Motte Technical College, announced her upcoming retirement. On September 25, the voting members of the Executive Board met by conference call to elect a replacement for the Proprietary Sector Representative position and Tabitha Perry, of Daymar Institute Clarksville was chosen to serve the remainder of the term.

The TASFAA Fall Training Series was held October 7, 8 and 9 in Jackson, Nashville and Knoxville respectively. Attendance was greater than projected and the total number of attendees (200+) across the three locations was higher than the Fall Training totals for the last several years. Larry Rector and the members of the training committee did a wonderful job coordinating this training and the presenters. Special thanks go to presenter David Bartnicki from the U.S. Department of Education and to TSAC for both presenting and sponsoring the training series.

The TASFAA Conference Committee and the Executive Board also met October 13-15 in Murfreesboro. Under the direction of Conference Chair Leah Louallen of the Tennessee Student Assistance Corporation (TSAC), the conference committee has set aggressive goals for the Spring Conference and the early delivery of conference information and registration. The conference will be held April 26-29, 2015 at the Embassy Suites in Murfreesboro. Working with the President's theme "TASFAA: We Are Family", the 2015 conference theme will be "TASFAA, A Growing Family Tree". The Executive Board meeting was very productive, with many of the committees already reaching goals set for the year. The Board voted to allow the President Elect to use their current budget line to attend another state conference within the SASFAA region. Based on conversations with the other state Presidents and with the TASFAA Executive Board, we felt this would be a beneficial change which would allow for the better use of ideas garnered from our sister states. Thank you to the South Carolina Association (SCASFAA) and to President Ken Cole for agreeing to host our President Elect, Dick Smelser. For the 2014-2015 budget year, both the TASFAA President and President Elect will attend other state conferences in the SASFAA region.





Southern Association of Student Financial Aid Administrators

Stephanie Miller /Alabama State President

Executive Board Report November 3, 2014

**Committee Goals for 2014-15:**

1. The AASFAA Fall Workshop was held at Auburn University Montgomery on Friday, October 3<sup>rd</sup>. The Drury Inn & Suites offered AASFAA at 76.00/nt. We had 122 members in attendance.
2. The Executive Board met at AUM on Thursday night, October 2<sup>nd</sup>.
2. At this time, AASFAA has 27 new members for the Fall.
3. The AASFAA Spring Conference will be held at The Auburn Hotel and Dixon Conference Center, April 29 - May 1, 2015 with the Executive Board Meeting to be held on April 28<sup>th</sup>.
4. A blog article was posted in September to the SASFAA Nine News per the SASFAA Operation Calendar September Blog AASFAA President. Thanks to Jody Darby for the updates and posting!
5. The AASFAA Charity will be “Bo Bikes Bama”. The money raised goes to the Governor’s Emergency Relief Fund.
6. AASFAA will be hosting a free Support Staff Workshop in March.

**LRP and GPA Goal Activity Since Last Board Meeting:** N/A

**Action Items:** N/A

**Policy & Procedure: Changes/ Recommendations:** N/A

**Personal Thoughts and Recommendations:** I have many thoughts in relation to SASFAA & AASFAA and trying to build a bridge that works between the two for membership.

**Road To Relevance: Your comments on Chapters:** Ch. 5 – We need members who say no at times. This helps our associations to ask different questions and make various discoveries. We also need to remember to concentrate our resources rather than continually add new or stay with the old products or services. Ch. 6 – We need to remember to commit and unify to a concept that fits into what AASFAA is about rather than going in different directions. Ch. 7 – We need to remember that we must align our strategies to fit what AASFAA does best. Knowing our primary strategy will help us to determine what ‘fit’ we have within the organization for people, as well as services. Ch. 8 – We need people who are thinking people. Thinking people, rather than ‘yes men’, will help a board to become more fit within its own strategic plan. It will also help with continuous improvement and ask the hard questions of why something happen. We need to ask ourselves about creating value and ensuring that the membership has the opportunity to be a part of the association. I know that may sound a little nutty, but it is like going to a huge church and just sitting on a pew. You never really have to be involved....



Southern Association of Student Financial Aid Administrators

Susan A. Smith, GASFAA President

Executive Board Report, November 3, 2014

**Committee Goals for 2014-15:**

The GASFAA Board has been hard at work over the last few months, sending membership reminders, designing a new format for our Fall Workshop and making preliminary plans for the Spring Conference.

- Membership reminders for SASFAA and GASFAA were posted on the GASFAA Listserv, the GASFAA Facebook Page and The Grapevine (GASFAA Blog).
- The GASFAA Program Committee met at the Wyndham Peachtree Conference Center on October 17<sup>th</sup> to discuss logistics and plan the initial staging of the Spring Conference.
- The Fall Workshop has been changed from a simple NAOW to a split day with a federal trainer in the morning and afternoon select-a-session of hands-on Banner, Powerfaids or Best Practices training. The workshop was held at Clayton State University on October 28<sup>th</sup> and had well over 125 participants.
- The GASFAA Board held the Fall Board Meeting on October 30<sup>th</sup> at the Wyndham Peachtree Conference Center, the site of the Spring 2015 GASFAA Conference.

**LRP and GPA Goal Activity Since Last Board Meeting:** N/A

**Action Items:** N/A

**Policy & Procedure: Changes/ Recommendations:** N/A

**Personal Thoughts and Recommendations:** none

**Road To Relevance: Your comments on Chapters:** One of the goals of GASFAA this year is to be of VALUE to the membership. This concept is discussed thoroughly in Chapter 8. Adding value is the key to any successful association. It seems that technological advances may be a good direction to pursue when looking at adding value for SASFAA Members.



Southern Association of Student Financial Aid Administrators  
Kristie Hughes/Kentucky State President  
Executive Board Report/November 3, 2014

**Summary of Activity:**

The KASFAA Executive Board met on October 14, prior to the fall 2014 conference, at the Crowne Plaza Louisville Airport in Louisville, Kentucky. Great discussion on the topics of slowly declining membership and conference numbers, as well as a membership survey, which is a goal this year, led to the creation of an ad-hoc committee to continue to research and take action on these topics. The committee will work together under the direction of Jennifer Priest, current Long Range Planning Chair and Angie Black, current Budget Chair, on research, development and administration of a membership survey, and statistical analysis of the data collected. The committee hopes to better understand the trends affecting membership and conference numbers, as well as to re-evaluate goals and structure to contribute to the growth and success of KASFAA in the future. Two outstanding KASFAA members were recognized at the board meeting for their selection to attend the SASFAA Leadership Symposium. Mayme Clayton from Transylvania University and Michael Birchett from Bluegrass Community and Technical College, both developing leaders within the organization, were selected to represent KASFAA at the Symposium. Both are very excited and have already confirmed plans to attend.

The KASFAA fall 2014 conference, “Toes in the Water, KASFAA in the Sand,” took place October 15-17 in Louisville, and included several special guests, such as Eileen O’Leary, current NASFAA National Chair, Nathan Basford, current SASFAA President, and David Bartnicki and Wood Mason, both from FSA. The conference included four sets of concurrent sessions on timely topics such as NSLDS/COD SULA Reporting, Dependency Status Issues, Financial Aid from an Auditor’s Perspective, and R2T4 for Modules, as well as a general session COD Update and a two-part Federal Update from our Feds. There were 152 attendees and the initial feedback on the session topics and the conference as a whole were extremely positive. The conference also included a SASFAA update by Nathan Basford, a NASFAA update by Eileen O’Leary, and the KASFAA fall business meeting during the luncheon on October 16. The 2014-2015 proposed budget, as well as a change to two established committees within the Bylaws (both items already approved by the Executive Board) were unanimously approved by the membership at the business meeting. The Newsletter Committee has been changed to the Communications Committee and includes both Newsletter and Social Media as sub-committees, and the College Goal Sunday Committee has been re-named the College Goal Kentucky Committee.

KASFAA spring program planning and Executive Board meetings are scheduled for December 11-12 at the Clarion in Lexington, Kentucky.

**Action Items:** None

**Policy & Procedure: Changes/ Recommendations:** None

**Personal Thoughts and Recommendations:** None

**Road To Relevance: Your comments on Chapter 8:**

Currently reading Chapter 8 and will contribute to discussion at board meeting.



Southern Association of Student Financial Aid Administrators

Carrie Cooper / MS State President

Executive Board Report / October 17, 2014

**State Report:**

MASFAA hosted our first Directors level credential training on October 6 & 7 in Philadelphia, MS at the Pearl River Resort. We had 29 attendees from 15 different entities and have had wonderful feedback from the two day event. MS is very excited about having a large number of our Directors and Associate Directors credentialed by NASFAA in the areas and we will continue to offer these events throughout this year. This one event covered the cost of the NASFAA Core and the association was not out any additional cost.

MASFAA's annual Fall Training will be held October 23 in Meridian MS. We currently have 100 people registered and that is a 10% increase over the past few years and almost even to our 2006 numbers. We have seen a number of our schools in the state that have not been attending events come and it is our goal to ensure we are meeting their training needs.

MASFAA is making a number of changes this year and have completed some and are still in the process of others. We have moved to a blog, "The Magnolia News" from the newsletter to better meet the needs of our membership. We are currently in the process of moving to an online payment piece that is desperately needed to reduce the work of our treasurer position. We have rewritten our P&P and are working with our planning committee to complete our Long Range Plan.

**Personal Thoughts and Recommendations:**

**Road To Relevance: Your comments on Chapters 5-8:**

The book effectively addresses the issue of organizational complexity and the fact that our organizations do not align or "fit" our services together. We do a number of things in our organizations because it is the way we have always done things and have a difficult time in making honest assessments of our programs. The book states that many of our associations have become complacent and wasteful. It is our jobs as leader to ensure that what we chose to focus our resources on meets the need of our members. For the FA Associations I feel that the need is training and we need to better focus our training and align throughout the year.



Southern Association of Student Financial Aid Administrators

Cathy Shell – NC State President

November 3, 2014 SASFAA Board Meeting

**Committee Goals for 2014-15:**

The NCASFAA Executive Board met September 26<sup>th</sup> on the campus of Lees-McRae College. Listed below are some of the projects that the 2014-15 Board has undertaken:

- A new board report format has been implemented this year and we are able to focus more on action items rather than spending time discussing what has already been done.
- 2014-15 NCASFAA theme is ***“Be the Bridge – Turning Challenges into Opportunities for the Students We Serve”***
- A complete NCASFAA website redesign is underway and should be ready to roll out by early December.
- The 2014-2017 NCASFAA Strategic Plan is under review and will be finalized at the November Board meeting.
- Following the SASFAA lead, NCASFAA is developing a NCASFAA Operational Calendar. The rough draft of the calendar will be reviewed at the November Board meeting.
- A Professional Development Scholarship was created to honor Steven E. Brooks, Executive Director of the North Carolina State Education Assistance Authority, who is retiring at the end of the year. Mr. Brooks will be recognized and the scholarship will be announced at the fall 2014 NCASFAA conference. The scholarship will cover all expenses for one new aid officer to attend the SASFAA NAOW each June.
- Two NCASFAA members were selected to attend the SASFAA Leadership Symposium.
- Policy and Procedure manual review and updates continue.
- The first of our NCASFAA webinars was held October 22<sup>nd</sup>.
- Two NCASFAA newsletters have been published. (August & October)
- NCASFAA fall 2014 training conference will be held November 9 – 12 at the Crowne Plaza Resort in Asheville, NC. Susan Smith, Georgia State President, will be attending our fall conference and presenting two sessions. Amy Berrier will be presenting the SASFAA update and we have David Bartnicki, Wood Mason, Dan Klock, David Musser, Rodney Fair, and Kori Smith from DOE joining us.
- Current NCASFAA membership is 394, with 42 new 2014-15 members. I have written “Welcome to NCASFAA” personal notes to all new members and included a NCASFAA lapel pen.
- All volunteers have been contacted and asked to serve the association in some capacity.

**Action Items:** None

**Policy & Procedure: Changes/ Recommendations:** None

**Personal Thoughts and Recommendations:**

**Cathy Shell**

**Report cont.**

As the fall conference committee makes final preparations for our fall conference November 9-12, I am truly blessed to work with such a dedicated group of professionals who have listened patiently to my wishes and concerns and have put together a quality training conference for our NCASF AA membership.

**Road To Relevance: Your comments on Chapter 8:**

Observation numbers 1 & 4 on pages 92 and 93 really resonated with me in regard to our state association. I consider myself lucky to have a board who has embraced the initiatives that I have brought forth. The thought that the members should decide what has value is important for all state associations and SASFAA to consider as we develop training.



**South Carolina Association of Student Financial Aid Administrators**

**State President's Report**

SASFAA Board Meeting **November** 2014

Submitted by Kenneth Cole, 2014-2015 SCASFAA President

SCASFAA's 2014-2015 Board Members are as follows:

<b>OFFICERS</b>	<b>Standing/NS</b>	<b>MEMBER</b>
President		Kenneth Cole
Past-President/Nominations & Elections	S	Katie Harrison
President-Elect/Special Projects	NS	Elizabeth Milam
Vice President/Professional Development	S	Carolyn Sparks
Secretary/By-Laws	S	Kevin Delp
Treasurer/Budget	S	Melanie Gillespie
Member-At-Large/Membership	S	Allison Keck
Treasurer-Elect		Earl Mayo
<b>COMMITTEES</b>		
Advisory Committee to CHE	NS	Violette Hunter
Program	S	Jennifer Williams
Communications	NS	Deborah Williams
Consumer Relations	NS	Josephine Brown
Counselor Relations	NS	April Baur
Electronic Services	NS	Reed Allison
Financial Planning Committee	NS	Nancy Garmroth
Global Issues	NS	Donna Quick

Legislative Relations	S	Jenny Beakley
Listserve	NS	unassigned
Long Range Planning	S	Kevin Perry
Peer Support Network	NS	unassigned
Research	NS	unassigned
Site Selection	NS	Casey Wallen
Sponsorship	NS	Nikki Miller
<b>LIAISONS</b>		
Loan Agency Liaison	NS	Chuck Sanders
State Agency Liaison	NS	unassigned

**Board Meeting:**

SCASFAA’s Executive Board met on October 2<sup>nd</sup> at CCTC in Sumter, SC.

**The following News is related to each committee within our Association:**

**Advisory to CHE:**

The SC Commission on Higher Education is developing regulations for a Year Round LIFE Scholarship, funded by the state Lottery. This award will still have 8 full-time terms of eligibility, but students can now use a term in the Summer if they meet requirements.

**Annual Conference/Program**

The Annual Conference will be at the Embassy Suites Greenville Hotel and Golf Resort in Greenville, SC April 12<sup>th</sup>-15<sup>th</sup>. The registration fee will be \$195 for the full conference, or \$100 for a day rate. The day rate will cover food and attendance to events that day. The room rate is \$125/night + tax. Our charity for this year will be a Cancer treatment and support group out of Greenville. The Conference Committee met on October 9<sup>th</sup>.

We will have special guests: Karen McCarthy, Senior Policy Analyst for NASFAA; Eileen O’Leary, 14-15 NASFAA National Chair ; David Bartnicki, DOE Trainer (currently expected); Amy Berrier, President-Elect of SASFAA, and Dick Smelser, President-Elect of TASFAA (Tennessee).

**Budget**

A Budget meeting was held in July and the new budget was approved. She presented the annual budget at the meeting.

**By-Laws**

Two change to P&Ps have occurred:

P&P 107.12 regarding Credit Cards will now allow the Annual Program Chair a SCASFAA Credit Card. This move had to be taken since more and more purchases must be done with a credit card rather than by mailed bills.



P&P 107.9 regarding Sponsorship will now allow events to honor sponsors, thus allowing us to hold a Sponsor Reception at our conference.

#### **Communications Committee:**

SCASFSA continues to make use of its Blog to publish recent events and news. Facebook is used for announcements, such as Financial Aid Appreciation Day. All announcements are sent by e-mail, even if it just points to the blog. We are in process of re-creating a seasonal Newsletter. We are still discussing the possibility of recreating the two-way List Serve.

#### **Consumer Relations:**

College Goal SC will be held on various weekends throughout the month of February. Presently 22 locations have volunteered to serve. Consumer Relations is also researching creating a public information websites specific to all forms of financial aid in South Carolina.

#### **Counselor Relations:**

This committee will be presenting a Financial Aid training event at the Palmetto State School Counselors Association on January 22nd. This training will provide some continuing education credit for these High School Counselors.

#### **Electronic Services:**

This committee is presently researching ways to expand upon the member profile. They are also working to streamline the website.

#### **Financial Planning:**

Returns are looking good and we are planning to make use of our resources without overspending.

#### **Global Issues**

Our Global Issues has sent out an agenda of items to be discussed this year and will post these to our blog. Topics being discussed are: violence against women, homeless youth at risk, navigating DOMA in the financial aid office, undocumented students, salary equity and gender, and working with transgender students.

#### **Legislative Relations:**

The committee continues to post news articles on a bi-weekly basis and our chair is committed to attending any legislative event that may occur under the umbrella of SASFAA.

#### **Loan Agency Liaison**

Chuck Sanders, SCSLC, informed us of the DOE's continued actions to downsize non-profit servicers.

#### **Long Range Planning**

This year the President and Secretary will review the Archives and remove of information that is no longer necessary for retention.

#### **Membership:**

At the time of the meeting we had 269 active members, who represent over 55 South Carolina colleges and universities and a number of affiliate agencies (out of approx 64). We are in the process of producing a welcome packet for our new members.

#### **Nominations and Elections:**

Nominations for the following offices for 2015-2016 are open: President-Elect, Vice-President, Treasurer-Elect and Member-at-Large.

### **Professional Development:**

We are sending two of our Committee Chairs to SASFAA's Leadership Symposium in November: Kevin Perry and Nikki Miller, both of Coastal Carolina University.

SCASFAA's Leadership Symposium will be held November 19<sup>th</sup> at SC Student Loan Corporation. Erika Weed of Sparks & Associate, LLC will be presenting on Actualized Leadership. More information will be published soon. The anticipated registration fee is \$50.

Our New Aid Officers and Intermediate Officers workshop is tentatively planned for January 22<sup>nd</sup>-23<sup>rd</sup> in Columbia, SC. The location isn't finalized yet. The anticipated registration fee is \$75.

### **Site Selection:**

Thanks to the diligent work of Casey Wallen, our Site Selection Chair, a location and dates have been selected for 2016 and 2017. For 2016, our 50th Anniversary, we will be having our conference April 3rd-6th at Kingston Plantation's Embassy Suites in Myrtle Beach. Room rates will be \$162.99 + tax. There will be wi-fi, parking and shuttle service up to 2 miles away. For 2017, we will return to Kingston Plantation from April 2nd-5<sup>th</sup>. We have worked with NCASFAA to make sure our dates didn't overlap.

### **Sponsorship**

We have one confirmed sponsor (Wells Fargo) and letters with forms have gone out to our prior and prospective Sponsors. We are planning a Sponsor Reception at our Conference on Sunday night and we are researching a Sponsor Plaque for future years.



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Virginia State President

Executive Board Report/ 11/2/14

**Organizational Goals/Activity for 2014-15:**

Since our last board meeting VASFAA has held their annual fall workshop at Liberty University. We had 119 registered attendees with representation from the Department of Ed, NASFAA, SCHEV, and a professor from Liberty University to discuss taxes. During this time the VASFAA executive board also met for our fall board meeting. Some of the key discussions were site selection for upcoming years and discussions of increasing the conference registration fee. Our next in person event will be our winter board meeting then our spring workshop expected to be held at the University of Mary Washington.

**LRP and GAP Goal Activity Since Last Board Meeting:**

n/a

**Action Items:**

n/a

**Policy & Procedure: Changes/ Recommendations:**

n/a

**Personal Thoughts and Recommendations:**

n/a

**Road To Relevance: Your comments on Chapters:**

No report as of yet.